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CHAPTER SEVEN

ENVIRONMENTAL PROCEDURES / DESIGN SUMMARY

7-1.0 ENVIRONMENTAL PROCEDURES

7-1.01 INDOT Document

The INDOT *Procedural Manual for Preparing Environmental Studies* provides the Department's procedures for the preparation of the environmental documents described below.

The designer should refer to the appropriate document as needed to determine the role of environmental procedures in project development. Copies of such document may be obtained from the Production Management Division's Office of Environmental Services.

An editable version of Figure 7-1A, Scope / Environmental Compliance Certification / Permit Application, may also be found on the Department's website at www.in.gov/dot/div/contracts/design/dmforms/.

If more right of way is required for a project than is described in the environmental document, the designer should submit a written request to the Office of Environmental Services' Environmental Policy Team to determine if an Additional Information subsection is required.

Such documents prepared for a Department project will apply as shown below.

7-1.01(01) Categorical Exclusion (CE)

The type of project for which the environmental document is typically considered to be a CE is as follows:

1. access control;
2. added travel lanes with little or no right-of-way take;
3. bridge rehabilitation;
4. bridge replacement;
5. drainage correction;
6. erosion and landslide control;
7. guardrail and lighting;
8. intersection improvement;

9. railroad-crossing improvement;
10. rest-area modernization and construction;
11. Resurfacing, Restoration, and Rehabilitation (3R);
12. safety improvements;
13. sight distance correction;
14. signalization and signing;
15. small-structure replacement; or
16. weigh-station modernization and construction.

7-1.01(02) Environmental Assessment / Finding Of No Significant Impact (EA/FONSI)

The type of project for which the environmental document is typically considered to be an EA/FONSI is as follows:

1. added travel lanes involving acquisition of large amounts of right of way and a considerable number of relocations; or
2. construction of a new roadway.

7-1.01(03) Environmental Impact Statement / Record of Decision (EIS / ROD)

The type of project for which the environmental document is typically considered to be an EIS / ROD is as follows:

1. construction of a new controlled-access freeway;
2. construction of 4 or more lanes on a new location; or
3. project with a significant adverse impact on the human environment.

7-1.01(04) Environmental Commitments

A commitment is defined as an agreement by the Department with an outside party, that the Department will perform an action or refrain from certain actions. A commitment may come from a variety of sources, such as resource agencies, landowners, utilities, or the public in general. A commitment can be classified as firm, indicating that failure to comply with it has legal consequences, or it can be an item for further consideration, meaning that it is desirable but it is not required by law.

During the development phase of a project a number of commitments or agreements with property owners or public agencies can be made, some which cannot be fulfilled until the project is constructed. Environmental commitments are included in the language of the permits that are

included in the construction contract. Commitments made to property owners or public agencies will be documented. This will allow the project engineer/supervisor to have copies of these agreements during construction.

All environmental, context-sensitivity, and regulatory-agency permits commitments to be incorporated into each project should be summarized in one electronic location (document), as described in Section 7-1.01(05).

The designer may request and receive written approval from a commitment's originator to omit a commitment. Such request, including the rationale for deletion or modification of a commitment, should be sent to the Environment, Planning and Engineering Division's Environmental Assessment Section. A copy of the request should also be sent to the appropriate design project coordinator. The Environmental Assessment Section will notify the designer whether it is acceptable to pursue deletion of a commitment with the appropriate regulatory agency. The designer may not delete a commitment until written approval is received from the appropriate regulatory agency or agencies.

An example of a commitment included in the environmental document that might be considered for deletion is the fish spawning restriction (no in-channel work between April 1 and June 30), especially if it is an intermittent stream (dry most of the time).

If a project has not received design approval and the designer believes that one or more of the commitments listed in the environmental document should be omitted, the designer should follow the procedure described above. The designer should then develop the Fish and Wildlife Review and Mitigation Section of the Design Summary accordingly, based upon the written response from the Environmental Assessment Section and the appropriate regulatory agency or agencies. The designer should attach to the Fish and Wildlife Review, the letter(s) from the appropriate regulatory agency or agencies approving deletion or modification of a commitment.

Each environmental document includes a section with a summary of commitments. There are Required and Optional subsections.

If INDOT committed to the fish spawning restriction in the Fish and Wildlife Review and such restriction is not contained in any of the permits to be included in the contract documents, the designer must prepare a unique special provision and include it in the special provisions attachments.

1. <u>Site Construction Approval of Wetland Mitigation Areas for Local Transportation Project</u>. The INDOT wetland scientist, wetland biologist, or landscape architect should not be referenced in the special provisions as an approving agent for wetlands under construction. These duties are the responsibility of the design firm or the agent of the local public agency who will be monitoring these sites. The local public agency is

responsible for the five year monitoring of these mitigation areas. It is their responsibility to ensure the viability of the site for intended mitigation.

2. Preliminary Site Investigation Review. The designer should review the preliminary site investigation and site assessment and take appropriate action (place notes on plans, include special provisions, etc.). For clarification or assistance with understanding these reports, the designer should contact the Environment, Planning and Engineering Division's Environmental Services Section manager. Information shown in these documents regarding gas storage tanks and hazardous waste should be incorporated into the plans or specifications.

3. Woody Vegetation Plans Procedures. The procedure for processing Woody Vegetation plans is as follows:

   a. The Woody Vegetation plans should be transmitted to the Design Division's project coordinator at the Preliminary Field Check and Final Plan stages. The submittals will be logged in by the project coordinator and sent to the Design Division's landscape architect for review.

   b. Once the plan review has been completed, the landscape architect will send a memorandum to the designer with a copy to the project coordinator. For a consultant-designed project, the landscape architect will also send a copy of the memorandum to the Design Division's project manager.

   The preliminary woody revegetation review should be coordinated with the Design Division's landscape architect. This is to occur in advance of the Fish and Wildlife Review submittal. The landscape architect is to respond directly to the designer with a written summary of the review with a copy to the Design Division's project coordinator.

   The designer should work directly with the landscape architect regarding final woody revegetation review. The Design Division's project coordinator is to receive a copy of the written summary of the review.

4. Asbestos Certification. The designer is required to file a statement to certify that no asbestos-containing material was specified as a building material for the project. The certifications that are received are placed in the project file. In order to be of use to INDOT, it must be able to retrieve the appropriate statement when the structure is worked on in the future. Therefore, the designer should send the original certification to the appropriate district bridge inspector, with a copy to the Environment, Planning and Engineering Division's Environmental Services manager, and place a copy in the design calculation book for the project.

7-1.01(05) INDOT Project Commitment Database

A commitment-tracking procedure has been developed to ensure that everyone involved with a project is aware of its commitments, and to provide a means to document when the commitments are to be implemented.

1. Procedure and Web Portal Access.

See Figure 7-1B, Project Commitments Database Procedure. Access to the Project Commitments Database is provided through the INDOT website, as described below.

An internal user should not use the SPMS MyTasks application. Instead, such user should access the website through the INDOT Web Portal, at https://webapp.indot.in.gov/iwp/login/login.aspx.

An external user should access the INDOT Web Portal through https://netservices.indot.in.gov/iwp/login/Login.aspx.

The designer should upload the All Project Commitments Report, at the appropriate design stages. The Report should include the correct ERMS Document Type as shown in the revised Final Tracings Checklist at http://www.in.gov/dot/div/contracts/design/dmforms. The Report should also include the correct Project File Naming Conventions as shown in Figure 7-1C. The Report will be posted to the INDOT website at the time of contract advertisement along with all other supporting documents.

Most consulting firms have admittance to the INDOT Web Portal as their primary access to ERMS. Admission to the Portal can be granted by submitting a user-enrollment or organization-enrollment form. Once admission has been granted, the procedure for a user to gain admittance to the database is as follows:

a. click on Select New Process;
b. check Project Commitments from the available list;
c. click on Submit, then
d. request each permission level (group description) desired.

An external user may choose only from Commitments_UPDATE or Commitments_VIEWERS. An internal user may choose from the entire list.

Additional FAQ and Help documents concerning the process of accessing the Project Commitments Database and using the INDOT website are located at http://www.in.gov/indot/6813.htm under Project Commitments Documents.

2. Responsibilities.

a. Designer. The designer is responsible for ensuring that the commitments are included in the plans, pay items, and specifications. The All Project Commitments Report should be included in the Final Tracings submittal.

b. Project Manager. A copy of the All Project Commitments Report should be provided to the designer by the project manager for the designer's signature. The Report should not be incorporated into the project's Contract Information book.

The project manager should ensure that all active commitments are listed in the Report prior to letting. The project manager will supply the Report to the area engineer.

The project manager should document changes in commitments or indicate commitments that cannot be satisfied. An unresolved commitment determined by the project engineer/supervisor to require monitoring after construction should be resolved by ensuring that a contract exists for the required monitoring.

c. Project Engineer/Supervisor. After the final inspection, the project engineer/supervisor will maintain a copy of the All Project Commitments Report in the field office.

7-1.02 Wildlife Habitat Replacement

To some extent, the project will likely disturb existing wildlife habitat. Wildlife habitats may include woodlands, overgrown fields, pastures, or wetlands. The Department's policy is to replace any disturbed wetland. This will often require the purchase of additional right of way. To determine the project's effect on plants and animals, the designer should review the Engineer's Report or, where provided, the EIS or EA. These reports may also provide recommendations on the type and quantities of habitat to be replaced.

The designer is responsible for incorporating the mitigation of the wildlife habitat into the road or bridge plans. This may include revegetation with special grasses and woody species, wetlands grading and seed mixtures, etc. However, wetlands revegetation with aquatic and woody species is usually administered under a separate contract once the road or bridge plans have been

completed. The Office of Environmental Services will assist in coordinating habitat types and quantities. Its Ecology and Permits Team will assist in the development of plans and specifications.

7-1.03 Wetland Design Guidelines

Wetlands are often disturbed by a highway project. The Department's policy is to replace any disturbed wetland areas when required. Therefore, where the creation of new wetlands for the replacement, enhancement or restoration of existing wetlands is necessary, the following guidelines should be considered.

1. Wetland Sites. Previously altered wetland sites are preferred over upland sites.

2. Early Coordination. Initiate and continue throughout the design process if the road or bridge and associated wetland designs are accomplished by separate designers.

3. Design Features. Incorporate features which will allow control over the wetland water elevation when necessary. This is critical to successful installation and establishment of various aquatic species.

4. Wetland Contract. When setting up a separate contract involving wetlands, it will be the designer's responsibility to include one or more of the conditions as follows.

    a. The wetland should be one of the first items constructed and operational, excluding aquatic plantings or seedlings. This is imperative because the wetland hydraulics must function as intended and any corrections must be made during the contract time. It will be necessary to include such items as sodding, temporary seeding, or erosion control that pertain to the wetland in the complementary road or bridge contract.

    b. Install aquatic plantings and seeding in a separate follow-up contract. A minimum of one growing season establishment period will be required. More than one establishment period may be necessary. The Office of Environmental Services' Ecology and Permits Team should be consulted for guidance in determining the establishment periods.

    c. Install aquatic plantings and seeding in the road or bridge contract when it is not practical to do so in a separate contract. A one-growing-season establishment period will be required. It is imperative that the wetland is one of the first items to be constructed and operational because availability, delivery, and installation of aquatic plantings and seeding are on a limited basis.

5. Vegetation Plans. When developing wetland vegetation plans, specify species which are commonly supplied by nurseries specializing in aquatic species. Avoid species that are rare or uncommon which, typically, are limited in supply.

6. Native Species. It is important to realize that species which are present at or near the wetland site will self colonize the new wetland given the necessary hydraulic requirements. Sometimes these species are difficult or impossible to find and should be omitted from recommended planting lists.

7. Planting Recommendations. When specifying aquatic plants, tubers, roots, etc., the following application rates are recommended.

Proposed Wetland Site Treatment	Application Rate Per Acre
Enhancement	1,000
Restoration	1,000
Creation	1,000 – 3,000

It is also recommended that plants be installed in groupings of approximately 10 to 20 plants.

For additional information on wetland design, see the *INDOT Division of Design, Wetland Mitigation Design Guide*.

7-2.0 DESIGN SUMMARY

7-2.01 Introduction

The Design Summary is a written document describing a project, its existing conditions, the planned improvements, and the different considerations utilized in developing the design for the project. It is a Production Management Division document prepared primarily for the use of the Local Programs Division's Office of Public Hearings.

A Design Summary must be prepared for each project (including one that does not involve the acquisition of new right of way), except for a bridge rehabilitation or bridge widening project without right-of-way requirements. Such a project requires a Bridge Inspection Report which is submitted to obtain design approval. See Chapter Seventy-two for a discussion on the Bridge Inspection Report.

An Abbreviated Design Summary will be required for an Interstate-route rehabilitation project as described in Section 7-2.03. A Brief Design Summary is required for each stand-alone project. Blank design summary forms are shown as the figures as follows:

Figure	Title
7-2A	Design Summary Form (Road / Bridge / Culvert Replacement)
7-2B	Design Summary Form (Roadway Lighting / Roadway Signs / Signalization Project)

Editable versions of these figures may also be found on the Department's website at www.in.gov/dot/div/contracts/design/dmforms/.

Where a major roadway project includes bridge replacement or new bridge construction within the project limits, the structure should be discussed within the Design Summary for the major project.

The Final Design Summary should be processed for design approval as soon as all public involvement requirements have been satisfied. With the exception of an Interstate-route rehabilitation project, it is not necessary to wait for the final pavement design before obtaining design approval.

Section 7-2.0 assumes the project to be consultant designed, but it need not be limited to that use. Each Design Summary should follow the format suggested in this Section. Direct all questions on the preparation of the Design Summary to the project manager.

7-2.02 Design Summary Sections

It is not necessary to attach the documents to the Design Summary as follows.

1. title sheet;
2. Index;
3. cost estimate (except for an Interstate-route rehabilitation project);
4. design concept letter;
5. hydraulic review;
6. scour review;
7. permits;
8. photographs; or
9. pavement design (except for an Interstate-route rehabilitation project).

The following documents, however, are required in the Design Summary.

1. Title Block. This information is used to identify the project and report submission. The following format should be used.

Design Summary Type _____
Route No.: SR-___ or US-___ or I-___
Des No.: _____
Project No.: _____
Structure No.: _____
County: _____
City or Town: _____
Federal Oversight: (Not Required) (Required)

a. Design Summary Type. The Design Summary should be prepared in three phases: Preliminary Draft, Draft, and Final. The applicable submission type should be indicated in the Title Block.

b. Route No. The route number and/or road or street name should be included.

c. Des. No. This can be found in the INDOT project scheduling system, or, for a consultant-designed project, it can be found on the Notice to Proceed letter.

d. Project No. The Construction project number can be found in the INDOT project scheduling system, or, for a consultant-designed project, it can be found on the Notice to Proceed letter. Subsequent correspondence generated by the project manager will reflect any changes in the project number.

e. Structure No. If applicable, this can be found in the INDOT project scheduling system, or, for a consultant-designed project, it can be found on the Notice to Proceed letter. Subsequent correspondence generated by the Contract Administration Division's Consulting Services Team will reflect any changes in the structure number.

f. County. The county in which the project is located should be shown.

g. City or Town. The city or town for an urban-area project should be shown.

h. Federal Oversight. This information can be found in the Engineer's Report or in the INDOT project scheduling system.

2. Location and Project Description. Provide a description of the location of the project, as a distance from a given reference point, and the county name. See Section 40-8.0 for Department policies for adherence to design criteria.

A brief written description of the planned improvement must be included in this section. Any important design elements or features that were not addressed in the environmental document should be included in the Design Summary.

The first sentence of the Design Summary should include the work category. Examples of work category include: Added Travel Lanes, Bridge Replacement, Road Reconstruction, etc.

a. Roadway. The data that should be included are as follows:

(1) total project length;

(2) changes in horizontal and vertical alignment;

(3) length of approach work from each end of a bridge (bridge project only); and

(4) indication of whether the intersection sight distance meets the applicable criteria for the project.

b. Structure (if applicable). The data that should be included are as follows:

(1) description of the structure (e.g., structure type, span lengths, skew); and
(2) clear-roadway width of structure.

c. Miscellaneous Project-Related Information. If applicable, the project features that should be briefly addressed are as follows:

(1) significant county road relocations;
(2) less-than-standard intersection sight distance;
(3) underground storage tank remediation;
(4) channel relocation;
(5) clearing of wooded/forest areas;
(6) significant historical/archaeological considerations;
(7) sidewalks;
(8) Level One design exceptions;
(9) Level Two design criteria not met;
(10) permanent road closures; and

(11) non-Interstate-route permanent median crossover closures.

d. Discussion of Alternatives. It is not necessary to repeat the discussion of alternatives contained in the Engineer's Report and environmental document. The Office of Public Hearings can usually refer to the environmental documents which it has on file.

3. Need for Improvement.

a. The need for the improvement should include a brief description of the existing facility and the current condition of the facility. For a bridge, discuss the existing structure condition, substandard geometrics or the inadequacy of the existing waterway opening.

b. The accident history of the project location should be briefly discussed, if it is a contributing factor to the need for the project.

c. For a major project, the additional points that may be applicable are as follows:

(1) transportation demand, including the urban transportation plan;

(2) Federal, State, or local government authority (legislation) directing the action;

(3) social demands or economic development, new employment, schools, land use plan, recreation, etc. What projected economic development/land use changes indicate the need to improve or add to the highway capacity? References to the environmental document could be helpful in these areas;

(4) Intermodal Relationships information on how the proposed facility may interface with airports, rail facilities, mass transit services, etc. References to the environmental document could be helpful in these areas;

(5) system linkage questions, such as: Is the proposed project the connecting link? Does it connect with other highway facilities? How does it fit into the system?

(6) Capacity can add to the demand, social services demand, or economic development. What capacity will be needed? The existing and proposed Level of Service should be discussed. Is the capacity of the existing facility adequate for the present traffic?

4. Prior Studies and Considerations. List the environmental-document approval date, field check dates, and all permit information. If a design exception was obtained, list its approval date also.

   Include the following statement: *The proposed design is consistent with the approved environmental documentation*. If this is not true, briefly explain any minor deviations from the environmental report. Any significant deviations must be addressed in an Additional Information (AI) to the environmental document. If more right of way is required than is described in the environmental document, the designer should submit a written request to the Office of Environmental Services Environmental Policy Team to determine if Additional Information is required.

5. Design Data. Design data should at least include the project design criteria, functional classification, terrain, and design speed. Also include posted speed, access control, proposed roadway and shoulder widths, minimum and maximum right-of-way widths, obstruction-free-zone widths, or clear-zone widths, side slopes, and, if appropriate, structure clear-roadway width. A presentation similar to the following example should be shown.

Design Data

Project Design Criteria:	3R (Non-Freeway)
Functional Classification:	Rural Minor Arterial
Terrain:	Rolling
Design Speed:	55 mph
Posted Speed:	55 mph (90 km/h)
Access Control:	None
Number of Lanes and Widths:	2 @ 12 ft
Shoulders:	9 ft (8 ft HMA stabilized) 12 ft (9 ft HMA stabilized) in Guardrail Sections
Maximum Right-of-Way Width:	110 ft (60 ft north and 50 ft south)
Minimum Right-of-Way Width:	Existing 60 ft (30 ft north and 30 ft south)

Structure Clear Roadway Width: 42 ft

Obstruction-Free Zone or Clear Zone: 20 ft

Side Slopes: 4:1

6. Traffic Data. Data should include existing and projected AADT, DHV, and commercial vehicles. The data is available in the Engineer's Report. A presentation similar to the following should be shown.

Traffic Data:

AADT (20___) _____ VPD
AADT (20___) _____ VPD
DHV (20___) _____ VPH
Comm. Veh. _____ DHV
_____ % AADT

7. Description of Right of Way. Discussion of right of way should include the area to be acquired in acres for both permanent and temporary right of way. Include a list of any business or residential relocations. Include a reference on the use of any temporary right of way such as Temporary Right of Way for Drive Construction.

8. Estimated Cost. The project costs should be shown. Estimated project costs for both the year in which the report is expected to be approved and the anticipated year of construction should be shown. The costs shall include preliminary engineering, right of way, and construction. Each of these costs should be shown separately in a tabular form as follows:

Project Cost Summary:

	Year: _____	Year*: _____
Preliminary Engineering:	$ _____	$ _____
Right of Way:	_____	_____
Construction:	_____	_____
Total Cost:	$ _____	$ _____

* ____ % annual inflation is used for projection

The preliminary engineering cost for a consultant-designed project will usually be the consultant's design fee. The in-house design cost is 10% of the construction cost, which includes environmental work, surveying, geotechnical, etc., in the preliminary engineering costs. The recommended inflation factor for the construction cost is 5% per year. The preliminary engineering and right-of-way costs should not be inflated for the projected year of construction.

9. Maintenance of Traffic During Construction. Discussion should include specific information pertaining to maintenance of traffic during construction. Discussion should include economic information used to determine whether to maintain traffic or use a detour. If the traffic maintenance plan changes as a result of the hearing, the Design Summary should be revised before requesting design approval.

10. Mitigation Measures. Most environmental considerations are outlined in the environmental document. Standard mitigation measures which recur on every project need not be reiterated within the Design Summary. Items such as seeding and erosion control are addressed adequately by the INDOT *Standard Specifications*.

    Special project-specific mitigation measures should be mentioned in this section. If a fish and wildlife review is required, the designer should refer to the Fish and Wildlife Review Instructions and Form. Editable versions of such documents may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/. The discussion should include mitigation measures which were not mentioned in the environmental document or those which need further explanation. Wetland mitigation, woody revegetation, or time restrictions on tree clearing or channel work are examples of mitigation to include.

    If there are no project-specific mitigation measures, this section should include a statement similar to the following: *No special mitigation measures are required for this project*.

11. Public Involvement. For the Draft Design Summary, a statement should be made indicating that an opportunity for a public hearing will be offered by advertising in local newspapers. Add that any opinions or comments received by the published deadline date will be added to this report. Afterwards, the Final Design Summary will incorporate all views expressed by the public.

    For the final report, indicate one of the scenarios as follows:

    a. an opportunity for a public hearing was advertised in local newspapers with no requests forthcoming by the published hearing deadline of ___*date*___;

b. an opportunity for a public hearing was advertised and a hearing was requested, but concerns were addressed on an individual basis; or

c. a public hearing was held on ___*date*___.

A summary and analysis of any views received concerning the proposed project is then developed. Comment sheets can be used to address all views or the comments can be added to the final section of the Design Summary. It is not considered responsive to state, "it is not part of the project scope," or "it will be investigated."

For a project that does not require a hearing because less than 0.5 ac of additional permanent right of way is required, a statement should be included similar to the following: *This project is exempt from public hearing requirements because less than 0.5 ac of additional permanent right of way is required.*

12. Miscellaneous.

a. The preparer of the Design Summary should sign the document. Information to be included should be the consulting firm name, name of the preparer, and the date:

*(Preparer's Name)*_____ *(Date)*_____
(*Consulting Firm Name*)

b. Attachments should include the following:

(1) a copy of the Field Check Minutes. Include documentation of any field check concerns that were resolved after the field check minutes were prepared;

(2) a copy of the Fish and Wildlife Review Memorandum (if applicable). See Section 7-2.05. A Fish and Wildlife Review is required for each project impacting rivers, streams, or wetlands, or one with special environmental mitigation measures;

(3) a copy of the memorandum indicating that the hearing requirements have been met, the Certification of Public Hearing Requirements and Socio-Economic-Ecological-Environmental Evaluations (SEE Certificate). See Section 7-2.05;

(4) a map showing the location of the project, and

(5) a quadrangle map or other local map showing the location of the project.

Other information that is pertinent to the report may also be attached. The designer should check with the project manager for clarification on what to attach to the report.

7-2.03 Road Rehabilitation Project

For a road rehabilitation project, a brief Design Summary should accompany the design approval packet when it is submitted for design approval. The design approval packet typically includes the field check minutes, the pavement design letter, and a current cost estimate. For a project which requires a public information meeting, the Design Summary information should be made available at the time the meeting is requested, even if the project has not yet reached the design approval stage.

The Design Summary format for a road rehabilitation project should be as follows:

1. Title Block. Follow the guidelines for a full Design Summary (Section 7-2.02).

2. Location and Project Description. Describe the location of the project by showing the beginning and ending points as a distance from a given State route. Provide the project length and the county name. Briefly describe the type of pavement rehabilitation treatment that is being specified.

   Do not discuss bridge rehabilitation work, as this is addressed in the Bridge Inspection Report. It is also unnecessary to address signage or lighting requirements.

3. Maintenance of Traffic During Construction. Indicate whether the mainline traffic will be maintained by crossovers or lane closures. Discuss any ramp closures that will occur. Address situations where staging of ramp closures may be required so that adjacent interchanges are not closed simultaneously. Include the approximate duration of each ramp closure and identify the proposed marked detour route. Describe any improvements that will be made to local roads or city streets that will be used as a marked or unmarked detour. Will a formal agreement with local governments be required?

   If the project is located near a large urban or other heavily congested area, discuss any capacity constraints due to lane closures. Include the anticipated delays to the motoring public during peak traffic periods. Provide the approximate length of the queue and discuss user costs. Indicate whether a transportation management plan (TMP) was utilized in developing the traffic control plan (TCP) for the project. Discuss whether A-Plus-B bidding would be beneficial.

The items of discussion specified in this section are most often not required for a rural Interstate-route rehabilitation project, unless ramp closures or long delays are anticipated.

4. Resolution of Field Check Items or Scope Changes. Discuss any items which may have been left unresolved in the field check minutes or attach memoranda which may indicate how field check issues were resolved. Provide a brief, written documentation of any changes from the original project scope.

5. Design Exceptions. If applicable, list any Level One design elements for which a design exception was obtained and give the date of the design exception approval.

6. Attachments. The attachments to the Design Approval packet should include the following:

   a. field check minutes;
   b. pavement design letter; and
   c. cost estimate.

   The Scope/Environmental/Permit Compliance Certification Form should be submitted along with the Final Design Summary at the Design Approval stage.

7-2.04 Transmittal for Design Hearing

See Figure 7-2F, Document Transmittal to Office of Public Hearings and Request for Public Hearing – Cover Memorandum Form.

7-2.05 Attachments

The attachments that should be included with the Design Summary are as follows:

1. Figure 7-3A, Fish and Wildlife Review Memorandum, as described in Section 7-3.0.

2. If a public hearing is held, Figure 7-2G, Certificate of Public Hearing Held, should be attached. If a public hearing is afforded but not held, Figure 7-2H, Certificate of Public Hearing Afforded but Not Held, should be attached.

3. Figure 7-1A, Scope / Environmental Compliance Certification / Permit Application Certification.

Editable versions of all of the attachments listed above may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/.

7-2.06 Design Approval Process

In order to obtain Design Approval, it is necessary to have met the environmental requirements. The environmental requirements are considered met under any one of the conditions as follows:

1. Environmental Impact Statement is complete and the Record Of Decision (ROD) has been issued;

2. Environmental Assessment is complete and a Finding Of No Significant Impact (FONSI) is made by Federal Highway Administration; or

3. Categorical Exclusion is complete. If there is a line for Federal Highway Administration to sign, it must be so signed.

Once the Design Summary procedure is completed, the design approval packet should be transmitted to the Production Management Division director for approval. See Figure 7-2 I, Design Approval Packet Transmittal – Cover Memorandum form. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/.

7-3.0 FISH AND WILDLIFE REVIEW

The procedure for conducting a fish and wildlife review is as follows. Once the review is complete, the Environmental Consultation Form should be completed. The form, designated as Summarization Figure 7-3C, should be used for all applicable project types, without regard to the type of environmental documentation. An editable version of the new form is available on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/.

1. A fish and wildlife review is required for each project that impacts streams shown on USGS quadrangle maps as either solid blue lines or intermittent blue lines, and that includes a structure with a crossing span of 20 ft or greater. Each project that impacts wetlands should also receive a fish and wildlife review.

2. The designer should complete the entire Fish and Wildlife Review memorandum form before it is submitted for review.

3. The Office of Environmental Services' Environmental Policy Team leader will sign the form once he or she finds the content satisfactory.

4. The United States Fish and Wildlife Service's copy of the form should be sent to its Warsaw, IN, office if the project is in one of the counties as follows:

Allen	Lagrange	Porter
DeKalb	Lake	Pulaski
Elkhart	LaPorte	St. Joseph
Fulton	Marshall	Starke
Jasper	Newton	Steuben
Kosciusko	Noble	Whitley

The form for a project in a county not listed above should be sent to the USFWS Bloomington, IN, office.

SCOPE / ENVIRONMENTAL COMPLIANCE CERTIFICATION / PERMIT APPLICATION CERTIFICATION

Route

Des No.

Bridge File:

Project Type:

Project Location:

[Ckeck One:]

☐ Scope Reviewed at Preliminary Plans Submittal. (1)
☐ Environmental Document Reviewed at Hearing Plans Submittal. (1) (2) (3) (4)
☐ Environmental Document Reviewed Upon Design Approval. (1) (2) (3) (4)
☐ All Permit Requirements Have Been Determined and Applications Have Been Made at Final Check Prints Submittal. (1) (2) (3) (4)

[Check Those Appropriate:]

☐ (1) I have reviewed the Scope of Work/Environmental Document. The design is consistent with the Scope of Work and statements made in the Environmental Document.
☐ (2) All mitigation measures stated in the Environmental Document or Permits are incorporated into the plans and specifications.
☐ (3) The Design Summary is accurate and consistent with the Environmental Document and Plans.
☐ (4) The following Permits are required and applications have been made.

Permit	Required		Applied For	
	Yes	No	Yes	No
FAA Tall-Structure Permit	☐	☐	☐	☐
IDEM Section 401 Water Quality Certification	☐	☐	☐	☐
IDNR Construction in a Floodway Permit	☐	☐	☐	☐
IDNR Lake Preservation Act Permit	☐	☐	☐	☐
National Pollutant Discharge Elimination System (NPDES) Permit	☐	☐	☐	☐
Rule 5 Submission [Yes box in Applied For column should be checked only after NOI has been sent.]	☐	☐	☐	☐
U.S. Army Corps of Engineers Levee Permit	☐	☐	☐	☐
U.S. Army Corps of Engineers Section 404 Permit Type: Individual ☐ Regional ☐	☐	☐	☐	☐
U.S. Coast Guard Bridge Permit (Section 9)	☐	☐	☐	☐
U.S. Coast Guard Construction, Dumping and Dredging Permit	☐	☐	☐	☐

Printed Name:

INDOT Reviewer's Initials: _____

Consultant:

Date:

Signature: _____

Date:

PROJECT COMMITMENT DATABASE PROCEDURE
Figure 7-1B

The purpose of the Project Commitments Database is to provide a venue of communication regarding project commitments and their resolution from inception through design and onto construction.

Step 1: Commitment Proposal

A proposed commitment is brought to the attention of the project manager or designer for review.

Step 2: Data Entry

a. Proposed Commitment Due to Legal Requirement. The commitment is entered into the database. An environmental commitment will be entered into the database by a member of the environmental staff, either from the Central Office or the appropriate district. All other commitments will be entered into the database by the project manager or their designee.

b. Proposed Commitment Not Due to Legal Requirement. The terms of the commitment must be discussed with the appropriate parties, including the project manager, to determine if it should be included in the project. If the commitment is determined to be necessary, it is entered into the database.

Step 3: Communication

If a commitment is entered into the database by a person other than the project manager, that person should notify the project manager. The notification must identify the Des number to which the commitment has been added. The project manager should ensure that all affected parties are informed of commitment additions, changes, or deletions.

Step 4: Commitment Status

a. Required or For Consideration. A status of *Required* or *For Consideration* should be selected from a dropdown list in the database spreadsheet. *Required* indicates that the commitment is due to a legal requirement. *For Consideration* indicates that the commitment is desirable, but is not required by law.

b. Implement During Project Development. This indicates whether or not the commitment should be considered during the design process for eventual inclusion in the contract documents. If it is determined that a required commitment will not be implemented, the party that originally proposed the commitment as recorded in the database must be notified.

c. Attention to Construction. The default value for this field is *No*. The field may be changed to *Yes* only by the project manager, if attention to the commitment by construction personnel at the preconstruction conference is warranted.

Once a commitment has been reviewed and it has either been implemented into the design for inclusion in the contract documents or determined to not be applicable, the project manager will either input a summary of the action taken into the Notes/Resolution field, or change the status of the commitment in the database.

Step 5: Periodic Review

The project manager and the designer will review the commitments database at regular intervals. An updated commitments list with current status should be included with ERMS submittals at Stage 1, Preliminary Field Check; Stage 2, Final Field Check; and Stage 3, Final Check Prints and Final Tracings. The commitments should be reviewed by the district Office of Construction's area engineer at all three stages.

The last review of commitments must be made not later than 6 weeks prior to the letting. New commitments may be entered up until that date, but should only be added if they are of an urgent nature since the development of the Contract Information book has already begun. Inclusion of a commitment after RFC requires a revision to the contract and should not be done unless it is vital to the project.

Step 6: Preconstruction Review

A list of all applicable commitments, including information about how each has been addressed in the contract documents, should be provided by the project manager to the area engineer prior to the letting for discussion at the preconstruction conference.

Step 7: Construction Responsibilities

The project engineer or supervisor will maintain a copy of the list of commitments in the field office. The list should be referenced if contract changes are necessary to ensure that such changes consider the commitments. The list should be produced upon request during a quality-assurance review.

PROJECT FILE NAMING CONVENTIONS, Figure 7-1C

Revised 11/19/09 Russ Brittain

ERMS Format (also to be the File Name):	**[Submittal] [Description] [Des #] for [Bridge, Roadway, Contract] Services**

Submittal:	**Abbr.**
Bridge Inspection	BrInsp
Bridge Rehab	BrRehab
Construction Change *	ConstChg
County Drain Permit	CoDrain
Engineer's Report	EngRpt
Environmental	ENV
FAA Navigable Airspace/Tall Structure Permit	FAA
Final Check Prints	FCP
Final Field Check	FFC
Final Hearing	FHRG
Final Pavement Design	FinalPvmtDgn
Final Right-of-Way	FRW
Final Tracings	FT
Fish & Wildlife	FW
Foundation Review (if submitted independently)	FndRvw
Geotechnical	GEO
Grade Review (Road)	GR
Hydraulics	HYD
IDEM 401 Water Quality Permit	401Wtr
IDNR Const. in a Floodway Permit	DNR
IDNR Lake Preservation Act Permit	LakePres
National Pollutant Discharge Elimination System Permit	NPDES
Pavement Design	PvmtDgn
Preliminary Field Check	PFC
Preliminary Hearing	PHRG
Preliminary Right-of-Way	PRW
Railroad	RR
Rule 5 Erosion Control Permit	Rule5
Stage 1	STG1
Stage 2	STG2
Stage 3	STG3
Structure Size & Type (Bridge)	SST
Survey (Also need CD and Hard Copies)	SVY
Traffic	TRAF
US Coast Guard Bridge Permit (Section 9)	CstGdBr
US Coast Guard Const., Dumping, Dredging Permit	CstGdCDD
USACE 404 Permit	404Corps
USACE Levee Permit	LeveeCorps
Utility	UTIL
Woody Revegetation	WdyRvg

* to be uploaded into ERMS 4

Description:	**Abbr. Description:**
[Previous Submittal] Mark-ups	[Previous Submittal]
10-Week Letter	10WkLtr
Abbreviated Engineer's Report	AbbEngRpt
All Projects Commitments Report	Commit
Asbestos Certification (14-1D)	AsbCert
Asbestos Report	AsbRpt
Bridge Load Rating Memo	LoadRtgMemo
Bridge Search Data Form (59-BSD)	BSDF
Consultant Project Input Form (20-2A)	ConProjInFrm
Contract Preparation Documents Form (14-1C)	ContPrepDoc
Correspondence	Corresp
Cost Estimate	Est
Cross Sections	Xsect
Deeds	Deeds
Design Approval Packet Transmittal Cover Memo (7-2I)	DACover
Design Computations (ALL Comps - includes Geotechnical Criteria Comps, Hydraulic Comps, Inlet Spacing Comps, Intersection Sight Distance Comps, Level 1 Comps,	DgnComps
Draft Design Summary Report (7-2A or 7-2B)	DDSR
Draft Engineer's Report	DraftEngRpt
Draft Environmental Document	DraftEnvDoc
Environmental Review Plans	EnvRvwPlans
Final Design Summary Report (7-2A or 7-2B)	FDSR
Final Engineer's Report	FinalEngRpt
Final Environmental Document	FinalEnvDoc
Form	Frm
Geotechnical Report *	GeoRpt
Geotechnical Review of FCP Form (18-1B)	GeoRvwFrm
Geotechnical Review of FCP Plans	GeoRvwPlans
Geotechnical Waiver	GeoWaiver
Inspection Report	InspRpt
Level 1 Design Criteria Checklist (40-8B)	Lvl1Chk
Level 1 Design Exception Request (40-8C or 40-8D)	Lvl1Exc
Level 2 Design Exception Request	Lvl2Exc
Level 3 Design Exception Request	Lvl3Exc
Limited Review Certification (6-Ltd Cer)	LmtRvwCert
Location Control Route Survey Plat	LCRSP
Pay Item List	PayItmLst
Permit Application (9-4A, B, C, D, E, F(02), F(20), F(29),	PermitApp
Permit Review Plans	PermitRvwPlans
Permits (All permit approvals combined for Final Tracings)	Permits
Pictures	Pics
Plans	Plans
Plans for Load Rating	PlansLR
Plans with Cross Sections (if file too large, separate plans &	PlansXsect
Preliminary Draft Design Summary Report (7-2A or 7-2B)	PDDSR
Proprietary Material Use Justification Form (17-1A)	ProprMtrlFrm
Public Hearing Comments and Resolutions	PubHearCom
Public Hearing Request	PubHearReq
Public Hearing Transcript	PubHearTr
Quality Assurance Form (6-2A)	QAFrm
Quantity Calculations	QtyCalcs
R/W Clear Certification Letter	RWCert
R/W Funding - Land, Improvements & Damages Letter	LIDLtr
Railroad Flagging Contract	RRFlaggingCont
Railroad Special Provisions	RRSP
Relocation Plans (Utility)	RelocPlan
Request	Request
Response to Comments Letter	RespLtr
Schedule	Schedule
Scope/Env/Permit Form (7-1A)	ScoEnvPermitFrm
Scour Report	ScourRpt
Special Provisions (Recurring)	SplProv
Special Provisions (Unique)	UnqSplProv
Special Provisions Menu (Recurring)	SplProvMenu
Special Provisions Menu (Unique)	UnqSplProvMenu
Summary of Design Exceptions	SumDgnExc
Survey Book	SvyBook
Survey Book Checklist (23-2A)	SvyBookChk
Topography	Topo
Transmittal Letter	TransLtr
Utility Coordination Certification (10-2B)	UtilCert
Utility Coordination Waiver (10-2D)	UtilWaiver

* to be uploaded into ERMS 4

Quick Reference - Tracing Checklist Items	
Description:	**Abbr.**
All Project Commitments Report	Commit
Asbestos Certification (14-1D)	AsbCert
Asbestos Report	AsbRpt
Bridge Load Rating Memo	LoadRtgMemo
Bridge Search Data Form (59-BSD)	BSDF
Consultant Project Input Form (05-27)	ConProjInFrm
Contract Preparation Documents Form (14-1C)	ContPrepDoc
Cost Estimate	Est
Final Tracing Checklist	ChkList
Geotechnical Report	GeoRpt
Geotechnical Waiver	GeoWaiver
Permits (All approvals combined for Final Tracings)	Permits
Plans	Plans
Plans with Cross Sections (if file too large, separate	PlansXsect
Proprietary Material Use Justification Form (17-1A)	ProprMtrlFrm
Quantity Calculations	QtyCalcs
R/W Clear Certification Letter	RWCert
Railroad Special Provisions	RRSP
Relocation Plans (Utility)	RelocPlan
Special Provisions (Recurring)	SplProv
Special Provisions (Unique)	UnqSplProv
Special Provisions Menu	SplProvMenu
Special Provisions Menu (Unique)	UnqSplProvMen
Transmittal Letter	TransLtr
Utility Coordination Certification (10-2B)	UtilCert
Utility Coordination Waiver (10-2D)	UtilWaiver

PRELIMINARY DRAFT ☐ DRAFT ☐ FINAL ☐ DESIGN SUMMARY
Road ☐ Bridge or Culvert ☐ Project

Delete all gray-highlighted instructional copy, such as this, from the completed version, which is not pertinent to it.

, 20

Route:
Des. No.:
Project No.:
Structure File:
Over:
County:
Federal Oversight: Yes ☐ No ☐

Location and Project Description

The project is located about of to about of .

The existing roadway consists of driving lanes, each of which is about width. The present highway right-of-way width is about .

Need for Improvement

This road reconstruction project will

Additional discussion in this area should be limited to significant county road relocations, less-than-desirable intersection sight distance, underground storage tanks, channel relocation, clearing of wooded or forested areas, significant historical or archaeological considerations, sidewalks, or design exceptions.

Prior Studies and Considerations

Fish and Wildlife Meeting Held:
Environmental Document Type and Approval Date:
Environmental Document Addendum Type and Approval Date:

Preliminary Field Check Held:
Environmental Permit Required, Date Received

,
,
,
,
,
,
,

The proposed design is consistent with the approved environmental documents.

Design Data

Project Design Criteria:
Functional Classification:
Terrain:
Design Speed:
Posted Speed Limit: mph
Access Control:
Number of Lanes and Width: at
Shoulders Width and Type:
Maximum Right-of-Way Width:
Minimum Right-of-Way Width:

Traffic Data

AADT (20): VPD
AADT (20): VPD
DHV (20): VPH
Comm. Veh.: % DHV
%AADT

Description of Right of Way

☐ The proposed project will not require additional permanent right of way.

☐ The proposed project will require an additional total of of permanent right of way from the properties as follows:

Parcel	Property Owner(s)	Station	Offset

☐ Relocations of businesses or residents will not be required.

☐ Relocations of businesses or residents will be required of the properties as follows:

Parcel	Property Owner(s)	Station	Offset

☐ The proposed project will not require additional temporary right of way.

☐ The proposed project will require an additional total of of temporary right of way from the properties as follows:

Parcel	Property Owner(s)	Station	Offset	Reason

Estimated Costs

	Year:	Year*:
Preliminary Engineering:	$	$
Right of Way:		
Construction:		
Total Cost:	$	$

* % annual inflation is used for projection

Maintenance of Traffic During Construction

During construction, traffic will be

☐ maintained by utilizing the existing roadway of .

☐ placed onto an official detour over State-maintained routes, using portions of , and , adding to a through trip. Local routes can be used by local traffic, adding to a through trip. Delay to emergency and public services will be about minutes using the detours. The cost to the public to use the detours will be $, assuming that % use the local detour, or AADT, during a -day detour, and $ / user cost.

Mitigation Measures

The following project-specific mitigation measures are required.

☐ Woody revegetation will be placed in specific areas.

☐ "Do Not Mow or Spray" signs will be posted along the right of way.

☐ "Do Not Spray" signs will be posted along the right of way, since legume seed mixture will be used.

Other Specific Mitigation Measures:

Public Involvement

No views or opinions other than those of the officials of the highway organizations and the affiliated workers have been expressed in this report.

☐ An opportunity for a public hearing will be offered through advertising in local newspapers. All opinions or comments received by the published deadline will be attached to this report.

☐ An opportunity for a public hearing will not be offered through advertising in local newspapers.

☐ A public hearing will be scheduled. All comments received at the public hearing will be attached to this report including their resolutions.

☐ A public hearing will not be scheduled.

Design Engineer

:

Attachments:

☐ Fish and Wildlife Meeting Report
☐ Field Check Report
☐ Public Hearing Transcript
☐ Public Hearing Comments and Resolutions

PRELIMINARY DRAFT ☐ DRAFT ☐ FINAL ☐ DESIGN SUMMARY
Roadway Lighting ☐ Roadway Signs ☐ Signalization ☐ Project

Delete all gray-highlighted instructional copy, such as this, from the completed version, which is not pertinent to it.

, 20

Route:
Des. No.:
Project No.:
County:
Federal Oversight: Yes ☐ No ☐

Location and Project Description

The project is located about of to about of .

The existing roadway consists of driving lanes, each of which is about in width. The present highway right-of-way width is about .

Need for Improvement

This road reconstruction project will

Additional discussion in this area should be limited to less-than-desirable intersection sight distance, sidewalks, or design exceptions.

Prior Studies and Considerations

Environmental Documentation: This project satisfies the requirements of a Categorical Exclusion under the Federal Register of August 28, 1996, Section 717.117(C)8.

Field Check Held:

Public Hearing: This project satisfies the INDOT Public Involvement Procedures for project development approved by the FHWA.

Permits and Agreements: FAA Navigable Airspace Permit –
Railroad –
Utilities –

Description of Right of Way

☐ The proposed project will not require additional permanent right of way.
☐ The proposed project will require an additional total of of permanent right of way from the properties as follows:

Parcel Property Owner(s) Station Offset

☐ Relocations of businesses or residents will not be required.
☐ Relocations of businesses or residents will be required of the properties as follows:

Parcel Property Owner(s) Station Offset

☐ The proposed project will not require additional temporary right of way.
☐ The proposed project will require an additional total of of temporary right of way from the properties as follows:

Parcel	Property Owner(s)	Station	Offset	Reason

Estimated Costs

Preliminary Engineering: $
Right of Way:
Construction:

Total Cost: $

Design Engineer

:

Attachment: Field Check Minutes

PUBLIC HEARING / OPPORTUNITY REQUEST

, 20

MEMORANDUM

TO:
Public Hearings Office Manager
Production Management Division

FROM:
Project Manager

INDOT location or consultant

Route:

Des. No.

Bridge File:

PE Project:

R/W Project:

CN Project:

Location: of

County:

Description:

Transmitted herewith are three sets of Design Hearing Plans, one set of cross sections, and three copies of the Design Summary Report for your use.

Yes ☐ No ☐ Please advertise for an opportunity for a hearing.
Yes ☐ No ☐ Please set up for a hearing.

:

cc: Roadway Services Manager or Structural Services Manager,
or District Design Manager
file

INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

100 North Senate Avenue
Room N758
Indianapolis, Indiana 46204-2216 (317) 232-5533 FAX: (317) 232-0238

Mitchell E. Daniels, Jr., Governor
Michael W. Reed, Commissioner

Writer's Direct Line

, 20

CERTIFICATION OF PUBLIC HEARING REQUIREMENTS AND
SOCIO-ECONOMIC, ECOLOGICAL, AND ENVIRONMENTAL EVALUATIONS

Route: Des. No.: Project No.:

Project Location: of

Project Description:

The Indiana Department of Transportation hereby certifies that a public hearing relative to the subject project was held at on , in compliance with Title 23, Code of Federal Regulations, Section 771.111(h) entitled "*Early Coordination, Public Involvement and Project Development,*" and the *Indiana Public Involvement / Public Hearing Procedures for Federal-Aid Project Development* approved by the Federal Highway Administration, U.S. Department of Transportation, on July 8, 1997.

The Indiana Department of Transportation further certifies that the economic and social effects of the location, its impact on the environment, and the consistency with the goals and objectives of urban planning, as has been promulgated by the community have been considered.

Signed _____ Signed _____

Public Hearings Office Manager
Local Programs Division

Environmental Services Office Administrator
Production Management Division

INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

100 North Senate Avenue
Room N758
Indianapolis, Indiana 46204-2216 (317) 232-5533 FAX: (317) 232-0238

Mitchell E. Daniels, Jr., Governor
Michael W. Reed, Commissioner

Writer's Direct Line

, 20

CERTIFICATION OF PUBLIC HEARING REQUIREMENTS AND
SOCIO-ECONOMIC, ECOLOGICAL, AND ENVIRONMENTAL EVALUATIONS

Route: Des. No.: Project No.:

Project Location: of

Project Description:

The Indiana Department of Transportation hereby certifies that an opportunity for a public hearing relative to the subject project has been afforded in compliance with Title 23, Code of Federal Regulations, Section 771.111(h) entitled "*Early Coordination, Public Involvement and Project Development,"* and the *Indiana Public Involvement / Public Hearing Procedures for Federal-Aid Project Development* approved by the Federal Highway Administration, U.S. Department of Transportation, on July 8, 1997. No hearing requests were received by a designated deadline of .

The Indiana Department of Transportation further certifies that the economic and social effects of the location, its impact on the environment, and the consistency with the goals and objectives of urban planning, as has been promulgated by the community have been considered.

Signed _____ Signed _____

Public Hearings Office Manager
Local Programs Division

Environmental Services Office Administrator
Production Management Division

DESIGN-APPROVAL-PACKET TRANSMITTAL

, 20

MEMORANDUM

To:
Deputy Commissioner, Design, Project Management, & Technical Support

Thru:
Director, Highway Design, Bridge

Thru:
Reviewer

Thru:
Project Manager

From:
Designer

Re: Design Approval

Route:
Des. No.:
PE Project No.:
R/W Project No.:
CN Project No.:
Project Location: of
Project Description:

Transmitted herewith is the design approval packet for the above referenced project. All environmental and public hearing requirements have been met.

Design Approval Packet Approved:

Deputy Commissioner, Design, Project Management, & Technical Support
Date:

:

cc:

ENVIRONMENTAL CONSULTATION FORM
To be submitted at Design Stage 3

(1) County: **(2) Route:** **(3) Designation Number:**

(4) Date of Plan Submission:

(5) Funding Source(s): ☐ Federal ☐State ☐ Local ☐ Private

(6) Project Description:

(7) Need for Improvement:

(8) Right-of-Way Data:
Existing:
Proposed Permanent:
Temporary:
Number of Relocations:

(9) Type of Environmental Document:
☐ Exempt ☐CE-1 ☐ CE-2 ☐CE-3 ☐CE-4 ☐EA / FONSI ☐ EIS / ROD

Date of Initial Environmental Approval:

Environmental Reevaluation Screening:
(10) Are the scope and impacts still consistent with the approved CE/EA and all subsequent re-evaluations, if any? ☐ Yes ☐ No
(11) What is the approval date of the most recent Additional Information document, if any?

(12) If an Additional Information document was prepared subsequent to the initial environmental approval, were there changes to the environmental commitments? ☐Yes ☐ No
If Yes, the changes should be addressed in the Project Commitments Database.

Impact Data:
(13) Is the roadway being horizontally realigned? ☐ Yes ☐ No
(14) Number of bridge spans and lengths:
(15) Width of vegetation clearing at corners of structure:
(16) Channel impacts:
(17) Is the channel being relocated? ☐ Yes ☐ No
(18) Wetland impacts:

(19) Is a causeway planned? ☐ Yes ☐ No
(20) Is mitigation expected to be required? ☐ Yes ☐ No

(21) If the type of approval was an EIS / ROD:
Most recent date of an FHWA authorization (final design, right-of-way acquisition):

Have more than three years passed between federal approvals? ☐ Yes ☐ No
If Yes, what were the results of reevaluating the validity of the EIS?

(22) Has the funding been switched from 100% state and/or local, to now include federal participation or need a federal action, such as permit approval? ☐ Yes ☐ No
If Yes, does the current environmental document and approval address all of the applicable federal regulatory requirements? ☐ Yes ☐ No

(23) Public Involvement:
Opportunity for public hearing offered? ☐ Yes ☐ No
Was a public hearing held? ☐ Yes ☐ No
If Yes, public comments are as follows:

(24) Commitments:
A printout from the Project Commitments Database is attached.

(25) Waterway Permit Information:

Permit Type		Required?	Date Obtained	Expiration Date	Incorporated Into Contract?
US Army Corps of Engineers 404 / Section 10	Individual (IP)	☐ Yes ☐ No			☐ Yes ☐ No
	Nationwide (NWP)	☐ Yes ☐ No			☐ Yes ☐ No
	Regional General (RGP)	☐ Yes ☐ No			☐ Yes ☐ No
	Pre-Construction Notification (PCN)	☐ Yes ☐ No			☐ Yes ☐ No
IDEM	Section 401	☐ Yes ☐ No			☐ Yes ☐ No
	Isolated Wetlands Determination	☐ Yes ☐ No			☐ Yes ☐ No
	Wetlands Mitigation required	☐ Yes ☐ No			☐ Yes ☐ No
	Stream Mitigation required	☐ Yes ☐ No			☐ Yes ☐ No
	Rule 5	☐ Yes ☐ No			☐ Yes ☐ No
	Pre-Construction Notification (PCN)	☐ Yes ☐ No			☐ Yes ☐ No
IDNR	Construction in a Floodway	☐ Yes ☐ No			☐ Yes ☐ No
	Lake Preservation	☐ Yes ☐ No			☐ Yes ☐ No
US Coast Guard Section 9 Bridge		☐ Yes ☐ No			☐ Yes ☐ No
Others		☐ Yes ☐ No			☐ Yes ☐ No

INDOT has reviewed the original Environmental Document and all subsequent reevaluations, if any, and hereby finds that the Document remains valid.

(26) Prepared by: _____ Date:
Designer

Approved by: _____ Date:
District ESM / DPD or ES

cc: , IDNR
, USFWS
, IDEM
File

Instructions for Completing the Environmental Consultation Form

1. The county in which the project is located. If the project is located in more than one county, list all counties beginning with the starting terminus of the project.
2. The State, US, or Interstate route, or local road name or number for which the project is programmed.
3. The seven-digit designation number for which the project is programmed.
4. The date of submission for the current set of plans.
5. The type(s) of funding sources for the project. Indicate all applicable types.
6. The facility improvement that is planned at the time of this submittal.
7. The transportation problem which the project is intended to address.
8. The acres or hectares of land to be acquired, including reacquisition of apparent right of way, if necessary. Also indicate the number of relocations anticipated.
9. The specific type of environmental document that was prepared. Indicate only one type.
10. Subsequent to a comparison of the current design plans with the project footprint addressed in the approved environmental documentation, indicate whether or not the project remains as essentially discussed in the approved environmental documentation.
11. If Yes is checked, list all of the environmental-approval dates and reevaluation dates associated with the project. If No is checked, a project reevaluation is required before the completion of this form.
12. Based on the just-completed reevaluation, were there changes required for the environmental commitments? If Yes is checked, address changes on the attached Commitment Summary Form.
13. State whether the roadway is being moved from its existing horizontal alignment.
14. Indicate total length of the bridge and the length of each span, if applicable.
15. Indicate clearing which will be necessary at the corners of the structure. Repeat for multiple structures.
16. List the extent of channel length in linear feet or meters which will be impacted, both upstream and downstream of the structure. Repeat if there are multiple structures.
17. State whether channel relocation will be necessary.
18. Indicate the estimated acres or hectares of impacts to wetlands due to the project work.
19. If it is known that a temporary causeway will be used during construction, it should be indicated here.
20. State whether it is anticipated that mitigation for channel or wetland impacts will be necessary.
21. This is not applicable to an EA / FONSI or CE level project. If three years has passed between Federal approvals for an EIS document, it must be reevaluated to confirm that it is still valid.
22. If a project has been “federalized” by addition of federal funding or approvals (such as permitting or connection to the interstate system), then the project must be reviewed to verify that NEPA has been satisfied.
23. Summarize public involvement activities and results to date.

24. This should include all commitments marked Active at the current time.
25. The information required here is whether a specific type of permit is required for this project, when the permit was obtained, what is the expiration date of the permit is, and whether the stipulations and the requirements of the permit been incorporated into the construction contract. This table is to be completed by the project manager for an INDOT-sponsored project, or the design consultant for an LPA-sponsored project.
26. The form should be completed by the project designer and reviewed by the district scoping manager or Central Office Environmental Services, as appropriate.