



Construction in a Floodway (CIF) Permit Checklist | 2018

INDOT Environmental Services, Ecology and Waterway Permitting Office

Last Revised 4/26/18

1. PROJECT SPECIFIC INFORMATION

Project Route/Type			
INDOT Des. Number		Contract Number:	
County			
RFC Date		Letting Date:	

2. APPLICATION BACKGROUND

Project Manager			
Designer/Firm			
Submittal Date		Submittal Number	
ES Reviewer/Contact Info.			
Review Date			

Review columns are abbreviated as follows: Sufficient (S), Deficient (D), and Not Applicable (NA). All items marked deficient require resolution from the designer prior to INDOT acceptance of the application.

3. CIF VERIFICATION

S	D	NA	Permit Exemptions*
			A) Does this project meet any of the exemptions or MOU? If so, the project is exempt from a CIF. <i>Reviewer Notes:</i>
			B) Does the application only include impacts to a single 100-year floodway? IDNR will require a separate application for <u>each</u> impacted floodway (i.e. two impacted streams having separate floodways will require two separate CIF applications).

Comments: _____

4. STATE FORM 42946

S	D	NA	General Application Requirements
			A) The most recent <i>State Form 42946</i> application was used (version R6/2-05). <i>Reviewer Notes:</i>
			B) Does the application reflect the waters report (less than 5 years old) prepared for this project? This includes: <input type="checkbox"/> Accounting of all streams and/or wetlands located within the floodway limits (including confirmation of any avoided waters) <input type="checkbox"/> Correct wetland boundary or boundaries used to calculate impacts <input type="checkbox"/> Correct wetland types (emergent, scrub-shrub, forested) referenced in the application; <i>Reviewer Notes:</i>
			D) Was hydraulic modeling provided on a CD along with a modeling checklist? The consultant should provide documentation to INDOT-ES from IDNR if modeling is not required. <i>Reviewer Notes:</i>

S	D	NA	1: Applicant Information
			A) The applicant contact information reflects the appropriate EWPO Team Lead. <i>Reviewer Notes:</i>
S	D	NA	2: Agent Information
			A) The agent contact information blocks appears to be accurate and complete. <i>Reviewer Notes:</i>
S	D	NA	3: Property Owner Information
			A) The property owner contact information reflects the appropriate EWPO Team Lead. <i>Reviewer Notes:</i>
S	D	NA	4. Public Notice
			A) A N4 form (<i>State Form 52086</i>) was included in the application and lists all the adjacent property owners that require notification (i.e. only adjacent property owners to the 100-year floodway that is being impacted). <i>Reviewer Notes:</i>
			B) A N2 form (<i>State Form 50354</i>) was provided for each adjacent property owner (or was an editable version provided). This form should meet the following requirements:
			<input type="checkbox"/> Correct water body name referenced on the form
			<input type="checkbox"/> A project description that reflects the purpose of the project and its impacts to the 100-year floodway
			<input type="checkbox"/> The project location in sufficient detail for the property owner to identify its location
			<input type="checkbox"/> Application and agent contact information that reflects those listed in the permit application <i>Reviewer Notes:</i>
S	D	NA	5: Project Description
			A) Does the " <i>Description Narrative</i> " meet the following requirements:
			<input type="checkbox"/> The INDOT Des number is included
			<input type="checkbox"/> Overall description clarifies floodway impacts and is not solely focused on the roadway or structure work
			<input type="checkbox"/> Existing structure dimensions (length, width, and height)
			<input type="checkbox"/> Proposed structure dimensions (length, width, and height)
			<input type="checkbox"/> Total cumulative impacts below Q100 to streams (linear feet)
			<input type="checkbox"/> Total cumulative impacts below Q100 to streams and wetlands (acres)
			<input type="checkbox"/> Description of any riprap that will be placed (volume, length, width, and depth)
			<input type="checkbox"/> Description of any changes to the approach roads and/or guardrail
			<input type="checkbox"/> Details on any change to the structure's skew
			<input type="checkbox"/> A short description of any temporary impacts associated with the project and a brief statement regarding the restoration of any areas impacted by temporary fill <i>Reviewer Notes:</i>
S	D	NA	6: Project Location
			A) Does the " <i>Location Narrative</i> " include the following:
			<input type="checkbox"/> Stream/lake name that is being impacted by the project
			<input type="checkbox"/> Nearest city/town
			<input type="checkbox"/> Civil township and legal description
			<input type="checkbox"/> County <i>Reviewer Notes:</i>

			B) Does the “ <i>Driving Directions</i> ” include road names, directions (i.e. north, south, etc.), and distances? <i>Reviewer Notes:</i>
			C) Is any necessary information provided in “ <i>Special Information</i> ” block? Note this is rarely used and usually describes a safety concern. <i>Reviewer Notes:</i>
			D) Did the “ <i>Project Location Map</i> ” meet the following requirements: <input type="checkbox"/> Displayed on a USGS 7.5 minute series topographic map <input type="checkbox"/> Displays the general vicinity adjacent to the project within a half mile to mile radius <i>Reviewer Notes:</i>
			E) Did the “ <i>Project Site Map</i> ” meet the following requirements: <input type="checkbox"/> Clearly defined project site limits <input type="checkbox"/> Property lines <input type="checkbox"/> General vicinity around the project site Note: Components of this map may be found in other locations of the application, such as the project plan set, which is acceptable so long as this information is provided within the application. <i>Reviewer Notes:</i>

S	D	NA	7: Disturbed Area Drawing
			A) Does the “ <i>Disturbed Area Drawing</i> ” meet the following requirements: <input type="checkbox"/> Delineation of the area that will be impacted (vegetation types, area [acres], distances from top of bank or shoreline, and right-of-ways) Note: Components of this map may be found in other locations of the application, such as the project plan set, which is acceptable so long as this information is provided within the application. <i>Reviewer Notes:</i>

S	D	NA	8: Project Photographs
			A) Do the “ <i>Images</i> ” meet the following requirements: <input type="checkbox"/> Color photographs taken during growing season so that vegetation is clearly depicted <input type="checkbox"/> Sufficient photographs are provided to accurately describe the floodway impacts (minimum of three) <i>Reviewer Notes:</i>
			B) Does the “ <i>Photo-Orientation Map</i> ” meet the following requirements: <input type="checkbox"/> Number and orientation of each image <input type="checkbox"/> Flow direction of any waterway (if applicable) <i>Reviewer Notes:</i>
			C) Does the “ <i>Photo Documentation</i> ” meet the following requirements: <input type="checkbox"/> Image number <input type="checkbox"/> Direction and date taken <input type="checkbox"/> Statement of the image’s content <i>Reviewer Notes:</i>

S	D	NA	9: Related Project Information
			A) Are any applicable IDNR tracking numbers listed within this block and if so are these documents attached to the application? In particular, early coordination numbers should be listed and attached (if available) to reduce IDNR’s review time. <i>Reviewer Notes:</i>
			B) Are any applicable IDEM tracking numbers listed within this block and if so are these documents attached to the application? <i>Reviewer Notes:</i>

			C) Are any applicable Corps of Engineers tracking numbers listed within this block and if so are these documents attached to the application? <i>Reviewer Notes:</i>
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S	D	NA	10: Statement of Affirmation
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This block is left blank until the application is ready to be signed by the appropriate Team Lead or Manager.

S	D	NA	11: Regulatory Fees
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INDOT is not currently required to pay fees associated with the processing of an IDNR CIF application.

S	D	NA	Project Plans
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			A) The plan set should include the following items:
			<input type="checkbox"/> Streams, wetlands, lakes, and roads labeled correctly on the plans
			<input type="checkbox"/> North arrow and scale bar
			<input type="checkbox"/> Vertical benchmarks for structures (Q100 elevation with source data, flow-line elevation, bottom of structure elevation, and top of structure elevation) shown on cross sections
			<input type="checkbox"/> Contours (or cross sections at regular intervals) within the floodway
			<input type="checkbox"/> Property limits
			<input type="checkbox"/> Existing and proposed structures
			<input type="checkbox"/> The dimensions of any riprap that will be placed (length, width, and depth);
			<input type="checkbox"/> A hydraulic data table
			<input type="checkbox"/> Existing and proposed waterway area
			<input type="checkbox"/> Existing and proposed approach roads and guard rail
			<input type="checkbox"/> Construction limits
			<input type="checkbox"/> Limits of channel work
			<i>Reviewer Notes:</i>

			B) Were temporary impacts included in the application? The following should be included:
			<input type="checkbox"/> Type of temporary fill material (should be non-erosive)
			<input type="checkbox"/> Volume (cubic yards) and area (acres) associated with temporary measures within the floodway
			<input type="checkbox"/> Temporary acres of impact to any wetland(s)
			<input type="checkbox"/> Plan or drawing showing the approximate location and dimensions of the proposed temporary measure(s)
			<input type="checkbox"/> Expected amount of time the temporary measures will be in place
			<input type="checkbox"/> Number and dimensions (diameter and length) of pipes required for a temporary stream crossing (if applicable)
			<input type="checkbox"/> Restoration plan including an appropriate seed mix
			Note that temporary measures should be designed to handle a two-year storm event. IDNR may request modeling for any temporary measures that will remain in place more than one year.
			<i>Reviewer Notes:</i>

S	D	NA	Mitigation
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			A) Is mitigation provided for tree removal within the floodway and does it meet the following requirements:
			<input type="checkbox"/> Proposed mitigation is located within the 100-year floodplain
			<input type="checkbox"/> The proper mitigation ratio has been applied based on rural/urban location and amount of clearing (<i>Natural Resource Commission Information Bulletin #17 Third Amendment, 2014</i>)
			<input type="checkbox"/> Tree/shrub planting lists reflect the correct region of the state (north, central, and south)

