



# State Form 51821 Checklist | 2018

INDOT Environmental Services, Ecology and Waterway Permitting Office

*Last Revised 5/2/2018*

## 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. WQC (INDIVIDUAL PERMIT) VERIFICATION

S	D	NA	Requirements
			A) This project does <u>not</u> meet the requirements of the Nationwide Permit (NWP) Program or the Regional General Permit (RGP) Program (refer to the 404/401 RGP checklist and NWP checklist)*. <i>Reviewer Notes:</i>
			B) Does your project impact more than 1,500' of a single stream or 1.0 acre of any waters of the U.S. and if so was USACE Form 4345 included in the designer's submittal (i.e. a 404 Individual Permit is required)? Note that in some cases the USACE can make a cumulative determination for impacts (waters in close proximity to each other, multiple impacts to the same stream, etc.). <i>Reviewer Notes:</i>

\*If the project does meet the requirements of the NWP or RGP programs, the designer must revise their submittal to include the correct application form. Further review of the application is not required until a revised application has been submitted to INDOT-ES.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 4. STATE FORM 51821

S	D	NA	General Application Requirements
			A) The most recent State Form 51821 application was used (version R2/11-15). <i>Reviewer Notes:</i>

S	D	NA	Block 1: Applicant Information
			A) Applicant contact information reflects the appropriate EWPO Team Lead or Manager. <i>Reviewer Notes:</i>

S	D	NA	Block 2: Agent Information
			A) Agent blocks are complete and accurate. <i>Reviewer Notes:</i>

S	D	NA	<b>Block 3: Project/Tract Location</b>
			A) Boxes in this section are complete and match the waters report. <i>Reviewer Notes:</i>
			B) The type of aquatic resource(s) to be impacted are accurately referenced (each applicable worksheet section should be referenced). <i>Reviewer Notes:</i>
			C) The driving directions include distances (mileage)? <i>Reviewer Notes:</i>

S	D	NA	<b>Block 4: Project Purpose and Description</b>
			A) The appropriate box is checked indicating whether or not construction has started. <i>Reviewer Notes:</i>
			B) The anticipated start date is after the project's current letting schedule. <i>Reviewer Notes:</i>
			C) Does the "purpose of project and overview of activities" box meet the following requirements:
			<input type="checkbox"/> Overall description clarifies the waters resource(s) that will be impacted and is not solely focused on the roadway or structure work
			<input type="checkbox"/> DES number(s) are listed
			<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 to streams (linear feet)
			<input type="checkbox"/> Total cumulative impacts to streams and wetlands (acres)
			<input type="checkbox"/> Net gain or net loss of stream length associated within any stream relocation (linear feet)
			<input type="checkbox"/> Net increase or decrease in encapsulation (linear feet)
			<input type="checkbox"/> Dimensions of riprap are mentioned (length, width, and height)
			<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
			Note: This information can be included as an attachment if adequate space is not available. <i>Reviewer Notes:</i>
			D) Was a summary table provided for projects with multiple impacts to the same type of resources (for example: a project with multiple stream crossing impacts)? Did this table meet the following requirements:
			<input type="checkbox"/> Itemization of the impacts to each individual stream (total length and total acres below OHWM)
			<input type="checkbox"/> Volume of fill below OHWM (cubic yards) at each location
			<input type="checkbox"/> Existing structure dimensions (length, width, and height) if applicable
			<input type="checkbox"/> Proposed structure dimensions (length, width, and height) if applicable
			<input type="checkbox"/> Length of the existing stream that will be impacted
			<input type="checkbox"/> Length of the proposed stream channel
			<input type="checkbox"/> Acres of impact and volume of fill that will be placed in each wetland

S	D	NA	<b>Block 5: Avoidance, Minimization, and Mitigation Information</b>
			A) Are the two questions regarding Class II isolated wetlands (Part A) adequately answered? Note that a response is required in the application for each question even if it is “not applicable.” <i>Reviewer Notes:</i>
			B) Are the two questions in Part B regarding all other wetland, stream, and lake impacts adequately answered? This includes:  <input type="checkbox"/> Listing a practicable alternative or alternatives (Note that an alternative to construction will always be a no-build scenario so this should never be left blank in the application) and a brief description on why these alternatives were not feasible; <input type="checkbox"/> Statement(s) regarding all avoidance and minimization of impacts that has occurred (Note that this can include a statement regarding Rule 5 compliance during construction). <i>Reviewer Notes:</i>
			C) Is the block labeled “Describe all compensatory mitigation required for unavoidable impacts” adequate? Requirements include:  <input type="checkbox"/> Reference to any attached mitigation and monitoring plan with a brief summary of the proposed mitigation; OR <input type="checkbox"/> A statement that mitigation is not provided and reasoning behind this conclusion. <i>Reviewer Notes:</i>

S	D	NA	<b>Block 6: Drawing/Plan Requirements</b>
			A) The project plan sheets meet the following requirements:  <input type="checkbox"/> Plans represent both the existing and proposed project conditions (can be on same page) <input type="checkbox"/> All jurisdictional streams and wetlands are labeled on the plans <input type="checkbox"/> Cross sections provided for all stream impacts with a label for the OHWM elevation and flow-line elevation <input type="checkbox"/> Cross sections provided for all wetland impacts showing the boundary of the wetland <input type="checkbox"/> Plans do not contain excessive detail that prevents review of impacts <input type="checkbox"/> Flow direction of any stream is noted on the plans <input type="checkbox"/> Dimensions of riprap (length, width, and depth) placed below the OHWM is noted in the plans <input type="checkbox"/> The impacts (linear feet and acres) reflect the amount in the application form <input type="checkbox"/> For culverts, there is a structure long profile that shows the riprap flush with stream elevations <input type="checkbox"/> Fill/excavation locations (including a note on the plans regarding the length of fill placement) <input type="checkbox"/> Disposal areas for excavated material including quantities (INDOT standard specifications can be referenced as appropriate) <input type="checkbox"/> Plan sheet or map that shows project boundaries and property lines  <i>Reviewer Notes:</i>
			B) The temporary plan sheets include the following:  <input type="checkbox"/> Erosion control measures that will be used to protect each impacted waters <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 below OHWM <input type="checkbox"/> Plan or drawing showing the approximate location and dimensions of the proposed 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"/> Acres of temporary impact to any wetland(s)
			<input type="checkbox"/> Restoration plan including an appropriate seed mix

S	D	NA	<b>Block 7: Supplemental Application Materials</b>
			A) The waters report/wetland delineation meets the following requirements:
			<input type="checkbox"/> Most recent approved version of the report
			<input type="checkbox"/> The waters report and/or wetland delineation is less than five years old
			<input type="checkbox"/> Accounting of all streams, wetlands, and/or other waters located within the project limits (including confirmation of any avoided waters)
			<input type="checkbox"/> Correct wetland boundaries used to calculate impacts
			<input type="checkbox"/> Correct ordinary high water mark/s (OHWMs) noted in plans and used to calculate impacts
			<input type="checkbox"/> Correct wetland type(s) (emergent, scrub-shrub, forested) referenced in the application
			<input type="checkbox"/> Includes a location map where the location is displayed sufficiently for regulatory agencies to locate the project
			<input type="checkbox"/> Includes photos of the project area
			<input type="checkbox"/> For USACE Detroit District, include the "Request for Corps JD" Form
			<i>Reviewer Notes:</i>
			B) If there are isolated wetlands, is the following included:
			<input type="checkbox"/> A tract history is provided if the project will impact isolated wetlands
			<input type="checkbox"/> An approved JD or correspondence from USACE stating the jurisdiction status of all wetlands involved
			<i>Reviewer Notes:</i>
			C) Section 106 and Section 7:
			<input type="checkbox"/> Section 106 and Section 7 (IDNR & USFWS) correspondence is included
			<input type="checkbox"/> Section 7 correspondence is less than five years old
			<input type="checkbox"/> Section 7 correspondence states that no species were noted in the vicinity of the project or will not likely to impact any ETR species
			<i>Reviewer Notes:</i>
			D) INDOT Hydraulics:
			<input type="checkbox"/> INDOT hydraulics memo is included and lists the proposed structure
			<i>Reviewer Notes:</i>
			E) Mitigation and monitoring plan:
			<input type="checkbox"/> If mitigation is required, a MMP is attached to the permit application
			<i>Reviewer Notes:</i>
			<b>**Use the "Mitigation and Monitoring Plan" checklist for reviewing MMPs**</b>
			F) Copies of all applicable local permits or resolutions pertaining to the project are included in the application per Part F
			<i>Reviewer Notes:</i>

S	D	NA	<b>Block 8: Additional Information That May Be Required</b>
---	---	----	---

IDEM will notify the applicant if any of the items in Block 8 are required. This information is typically not included in the original INDOT submittal unless early coordination has occurred with IDEM indicating it should be submitted. This information could include but is not limited to the following: erosion control or storm water management plans, sediment analysis, species surveys for endangered, threatened, or rare (ETR species), and/or stream habitat surveys).

S	D	NA	<b>Block 9: Permitting Requirements</b>
			A) In Part A, the appropriate box is checked for the 404 permitting needs of the project. <i>Reviewer Notes:</i>
			B) In Part B, the appropriate box is checked indicating the application status for any necessary 404 permit. This should be checked “Yes” if the submittal will be concurrent with the 401 application submittal with a note to this affect included within the box. <i>Reviewer Notes:</i>
			C) In Part C, the appropriate box is checked regarding any IDNR permit needed for the project. If “Yes” was checked, the remaining information in this block is accurate (permit number; issuance date, etc.). <i>Reviewer Notes:</i>
			D) In Part D, the appropriate box is checked for any other federal, state, or local permits/licenses required for the project. If “Yes” was checked, is the remaining information in this block accurate? <i>Reviewer Notes:</i>

S	D	NA	<b>Block 10: Adjoining Property Owners and Addresses</b>
			A) Was only the information for property owners located directly adjacent to any waters impacts provided? <i>Reviewer Notes:</i>
			B) Were correct addresses provided in a label format if attached on a separate page? Note that IDEM processing times can be reduced if this information is provided digitally. <i>Reviewer Notes:</i>

S	D	NA	<b>Block 11: Signature – Signature of Affirmation</b>
---	---	----	---

This block is left blank and will be completed by the appropriate INDOT-ES EWPO Manager or Team Lead.

S	D	NA	<b>Worksheet Block A: Jurisdictional Wetlands (if applicable)</b>
			A) All wetlands are included (even if they are not impacted).
			B) The appropriate wetland type (emergent, shrub-scrub, or forested) is noted for each wetland that is present within the project limits. <i>Reviewer Notes:</i>
			C) The total size of the wetland reflects the acreage listed in the wetland delineation. <i>Reviewer Notes:</i>
			D) The appropriate box is checked in the column “To Be Impacted?” for each wetland. <i>Reviewer Notes:</i>
			E) The acreage and fill quantity columns is completed and the impacts agree with the cumulative totals listed in Block 4. <i>Reviewer Notes:</i>
			F) The column “ATF” is noted for any after-the-fact impacts (if applicable). <i>Reviewer Notes:</i>
			G) A description of the type of fill material to be placed in the wetland(s) is provided in the appropriate box. <i>Reviewer Notes:</i>

			H) A description of the type and quantity of material proposed to be dredged/excavated from the wetland(s) is provided. <i>Reviewer Notes:</i>
--	--	--	---

S	D	NA	<b>Worksheet Block B: Isolated Wetlands (if applicable)</b>
			A) The appropriate box is checked in regards to wetland class (I, II, or III) for each isolated wetland. <i>Reviewer Notes:</i>
			B) The column “ <i>Type</i> ” is correct for each isolated wetland (non-forested versus forested). <i>Reviewer Notes:</i>
			C) The total size of the wetland reflects the acreage listed in the wetland delineation. <i>Reviewer Notes:</i>
			D) The appropriate box is checked in the column “ <i>To Be Impacted?</i> ” for each wetland. <i>Reviewer Notes:</i>
			E) The acreage and fill quantity columns are completed and the impacts agree with the cumulative totals listed in Block 4. <i>Reviewer Notes:</i>
			F) The column “ <i>ATF</i> ” is noted for any after-the-fact impacts (if applicable). <i>Reviewer Notes:</i>
			G) A description of the type of fill material to be placed in the wetland(s) is provided in the appropriate box. <i>Reviewer Notes:</i>
			H) A description of the type and quantity of material proposed to be dredged/excavated from the wetland(s) is provided. <i>Reviewer Notes:</i>

S	D	NA	<b>Worksheet Block C: Bridges and Stream Crossings (if applicable)</b>
			A) Are all crossing impacts accounted for in the worksheet*? <i>Reviewer Notes:</i>
			B) The “ <i>Description of Impacts</i> ” box should include the following: <input type="checkbox"/> Existing structure dimensions (length, width, and height) <input type="checkbox"/> Proposed structure dimensions (length, width, and height) <input type="checkbox"/> Proposed riprap dimensions <input type="checkbox"/> Reference to any temporary fill associated with crossing (Note: this should be quantified in an attachment) <i>Reviewer Notes:</i>
			C) The length of upstream bank impacts is provided (as referenced from the center of the structure) and matches what is presented in the attached plans. <i>Reviewer Notes:</i>
			D) The length of downstream bank impacts is provided (as referenced from the center of the structure) and matches what is presented in the attached plans. <i>Reviewer Notes:</i>
			E) The volume and area of bank protection fill below the OHWM is provided. <i>Reviewer Notes:</i>
			F) The lengths and acreage impacts in Block C are consistent with the cumulative totals listed in Block 4. <i>Reviewer Notes:</i>

\* Separate worksheets for Block C can be completed for each stream impact. As an alternative, the cumulative impacts can be listed in this block and a summary table itemizing impacts to each stream can be attached to the application.

S	D	NA	Worksheet Block D: Bank Stabilization (if applicable)
			A) All bank stabilization impacts are accounted for in the worksheet*. <i>Reviewer Notes:</i>
			B) The description of impacts adequately detail the proposed stabilization activity (or activities) and it references any temporary fill associated with this work (Note: temporary fill should be quantified in an attachment). <i>Reviewer Notes:</i>
			C) The length of shoreline or bank protection is provided and seems to match what is presented in the attached plans. The scale bar can be used to visually estimate impacts. <i>Reviewer Notes:</i>
			D) The volume and area of bank protection fill placed below the OHWM is provided. <i>Reviewer Notes:</i>
			E) The lengths & acreage impacts in Block D is consistent with the cumulative totals listed in Block 4. <i>Reviewer Notes:</i>

**\* Separate worksheets for Block D can be completed for each stream impact. As an alternative, the cumulative impacts can be listed in this block and a summary table itemizing impacts to each stream can be attached to the application**

S	D	NA	Worksheet Block E: Stream Relocation (if applicable)
			A) Are all stream relocation impacts accounted for in the worksheet*. Stream relocation is defined as any shift to the existing center-line of a stream. <i>Reviewer Notes:</i>
			B) Does the description of impacts adequately outline the following for each stream relocation activity
			<input type="checkbox"/> Total length of impact
			<input type="checkbox"/> Any net loss or gain in stream length
			<input type="checkbox"/> Acres of impact below OHWM
			<input type="checkbox"/> Reference any temporary fill associated with this work (Note: temporary fill should be quantified in an attachment) <i>Reviewer Notes:</i>
			C) The length of existing stream channel is provided and matches what is presented in the attached plans. The scale bar can be used to visually estimate impacts. <i>Reviewer Notes:</i>
			D) The length of new channel to be constructed is provided and matches what is presented in the attached plans. The scale bar can be used to visually estimate impacts. <i>Reviewer Notes:</i>
			E) The appropriate boxes are checked for backfilling of the existing stream channel and the type of relocation (piping, open channel, or other). <i>Reviewer Notes:</i>
			F) The types of fill and volume of fill associated with the stream relocation are provided. <i>Reviewer Notes:</i>
			G) The lengths and acreage impacts in Block E are consistent with the cumulative totals listed in Block 4? <i>Reviewer Notes:</i>

**\* Separate worksheets for Block E can be completed for each stream impact. As an alternative, the cumulative impacts can be listed in this block and a summary table itemizing impacts to each stream can be attached to the application**

