

401/404 Permit Application Checklist

INDOT Ecology, Waterway Permitting, and Stormwater Office (EWPSO)

Revised 5/27/2026

This checklist is intended to be used for application submittals within IDEM's Regulatory ePortal – nViro. For guidance on using nViro, see the *Preparing INDOT Section 401 and State Regulated Resource Permit Applications within IDEM's Regulatory ePortal – nViro* document on the [INDOT EWP webpage](#).

| Pre-application Questions | | | |
|---------------------------|----|-----|--|
| YES | NO | N/A | |
| | | | Appropriate intended IDEM authorization type is selected |
| Notes | | | |

| Applicant Information | | | |
|-----------------------|----|-----|---|
| YES | NO | N/A | |
| | | | Applicant contact: Appropriate EWPSO Team Lead, 100 N Senate Ave, N758-ES, Indianapolis, IN 46204 |
| | | | Applicant organization: INDOT Owned and Operated |
| | | | Appropriate agent information |
| Notes | | | |

| INDOT Ecologist Information | | | |
|-----------------------------|----|-----|--|
| YES | NO | N/A | |
| | | | Appropriate EWPSO Ecologist, 100 N Senate Ave, N758-ES, Indianapolis, IN 46204 |
| Notes | | | |

| Project Information | | | |
|---------------------|----|-----|--|
| YES | NO | N/A | |
| | | | Project name and Des number are accurate |
| | | | All additional location information represents approximate center of the project. Parcel number is left blank. |
| Notes | | | |

| Project Overview | | | |
|--|----|-----|---|
| YES | NO | N/A | |
| | | | Anticipated start and end dates accurately represent construction timeframes |
| Purpose of Project and Overview of Activities Includes | | | |
| | | | Des number |
| | | | Brief description of project purpose |
| | | | Description of construction activities focusing on impacts to water resources including stream/wetland names and how and why they will be impacted |
| | | | If stream relocation is occurring, explain the relocation, why relocation is proposed, and if/how a net benefit to the stream is occurring |
| | | | Type of non-erosive clean fill material is specified (if riprap, include class) |
| | | | Cumulative permanent stream (LF, ac), wetland (ac), and open water (ac) impacts |
| | | | Cumulative temporary stream (LF, ac), wetland (ac), and open water (ac) impacts |
| | | | Duration that temporary impacts will be in place. Brief description of site restoration post-construction including if any specialized seed mix(es) are proposed. |
| Notes | | | |

| Worksheets | | | |
|--------------|----|-----|---|
| YES | NO | N/A | |
| | | | Appropriate resources and impact types are selected |
| | | | All worksheets are properly completed according to INDOT nViro guidance and matches waters report and plan sheets |
| Notes | | | |

| Avoidance, Minimization, and Mitigation Information | | | |
|---|----|-----|--|
| YES | NO | N/A | |
| | | | If mitigation is required, description of unavoidable impacts that require mitigation is accurate. Include proposed method for mitigation (INSWMP ILF, bank, etc.). |
| | | | Provide a thoughtful description of all practical and reasonable alternatives considered to avoid impacts. Refer to engineering report, hydraulic memo, NEPA document, etc. to ensure alternatives are discussed. |
| | | | Provide a description of all practical and appropriate steps to minimize impacts that could not be avoided. For example, reduction in grading, reduced riprap footprints, reduction/avoidance of tree clearing, altering construction access, etc. |
| Notes | | | |

| Permittee Responsible, Mitigation Bank, and ILF Information | | | |
|---|----|-----|--|
| YES | NO | N/A | |
| | | | If mitigation is required, indicate which permit and mitigation type is being proposed |
| | | | Mitigation information table is appropriately completed |
| Notes | | | |

| Project Documents | | | |
|-----------------------------|----|-----|--|
| YES | NO | N/A | |
| | | | <p>A single PDF file named “Des XXXXXXXX Application Attachments” is uploaded under All Required Attachments and contains the following documents in this order:</p> <ul style="list-style-type: none"> • Additional narrative (if necessary) • Waters resource map • Project Plans • AJD and WOTSD (if available) • Waters Report • DNR EC Response Letter • USFWS Section 7 Documents • Section 106 Documents • Hydraulics Memo/Scour Report (if available) |
| Additional Narrative | | | |
| | | | Additional narrative, if included (most projects do not require one), does not repeat information already in the application |
| Water Resources Map | | | |
| | | | A copy of the waters resource map from the waters report precedes the plan sheets. Only include maps that display resources being impacted. |

| Project Plans | | | |
|---|--|--|--|
| | | | Only include plan sheets that show resources being impacted or avoided. If plan sheets that don't show resources are included, they serve a purpose in understanding impacts to resources. |
| | | | Plans show location of impacts using color shading and call-out boxes are provided for all resource impacts indicating impact type, dimensions (L x W x D), LF (streams only), ac, and CY |
| | | | All resources are appropriately named and match the waters report |
| | | | Flow direction of streams is noted on plans |
| | | | Existing and proposed structures are depicted and labeled including dimensions |
| | | | Long profile view is included that shows riprap flush with stream elevations and culvert sump (if applicable) |
| | | | Cross sections are provided for stream impacts with labels for the OHWM and flow-line elevation |
| | | | Cross sections are provided for all wetland impacts with a label showing the boundary of the wetland |
| | | | Permanent and temporary impacts are clearly depicted on separate plan sheets. These can be addressed on the same plan page so long as each can be clearly reviewed. |
| | | | Temporary measures are properly depicted, such as construction access, pumphouse, dewatering, and erosion control if applicable |
| | | | Restoration plan included, not just as a callout, with an appropriate seed mix for the area of disturbance (if standard mix, spec should not be attached). Where erosion control blankets are used, the plans indicate that they will be biodegradable, with loose-woven/leno-woven netting and reference the appropriate RSP. |
| | | | Tree clearing areas are depicted and include callout(s) for impact acreage |
| Waters Report | | | |
| | | | Most recent approved report with EWPSO signature is included |
| | | | Waters report is not expected to expire before permits are obtained (<5 years from field investigation) |
| | | | Waters report information is consistent with the rest of the application |
| DNR EC and USFWS Section 7 Documents | | | |
| | | | If DNR coordination letter requires specific action for ETR species or habitats, these are addressed in project description and plans |
| | | | If additional state-listed species, properties, or habitats are identified that require additional coordination, that documentation is included |
| | | | USFWS species list, concurrence or consistence letter, and IPaC questionnaire is included. If not NLAA, additional coordination is included. |
| | | | If additional federally endangered species are identified that are not covered by IPaC (e.g. mussels, birds, insects) additional coordination is included |
| Section 106 Documents | | | |
| | | | Appropriate MPPA Appendix is included, with applicable conditions highlighted; if Category B, INDOT CRO review is required |
| | | | If MPPA doesn't apply, SHPO final effect letter is included |
| Hydraulics Memo/Scour Report | | | |
| | | | Completed INDOT Hydraulics Memo/Scour Report is included, if applicable |
| | | | Notes |