



State Form 51937 Checklist | 2018

INDOT Environmental Services, Ecology and Waterway Permitting Office
Last revised 10/15/18

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. STATE FORM 51937

S	D	NA	I: General Application Requirements
			A) Uses the most recent State Form 51937 application used (version R5/7-18) <i>Reviewer Notes:</i>

S	D	NA	II: Applicant Information
			A) Applicant contact information reflects the appropriate EWPO Team Lead or Manager <i>Reviewer Notes:</i>
			B) Agent blocks are complete and accurate <i>Reviewer Notes:</i>

S	D	NA	III: Project Location
			A) Blocks in this section are complete and accurate <i>Reviewer Notes:</i>
			B) Driving directions include distances (mileage) and address <i>Reviewer Notes:</i>

S	D	NA	IV: Existing Conditions on the Project Site
			A) The appropriate boxes for lake, stream, and/or wetland impacts are checked <i>Reviewer Notes:</i>
			B) Uses the correct names (USGS 7.5 minute series) provided for any lakes or streams that are located within the project site <i>Reviewer Notes:</i>
			C) The total acreage of any wetlands located within the project site matches the waters report (note that this acreage is not necessarily the same as the impact acreage) <i>Reviewer Notes:</i>
			D) The date of the wetland delineation is provided <i>Reviewer Notes:</i>

S	D	NA	V: Project Impacts
			<p>A) Does the “<i>Activity Description</i>” meet the following requirements:</p> <ul style="list-style-type: none"> <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"/> Dimensions of riprap are mentioned (length, width, and depth) <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"/> 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 <input type="checkbox"/> There is an activity description in the application; does not just say “see attached” <p><i>Reviewer Notes:</i></p>
			<p>B) The “<i>Purpose of Project</i>” explains why the project is necessary (should include explanation of riprap if applicable)</p> <p><i>Reviewer Notes:</i></p>
			<p>C) Does the “<i>For Lake Impact</i>” box meet the following requirements (check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cumulative linear feet of shoreline that will be impacted <input type="checkbox"/> Type of permanent fill, volume of fill (cumulative), and acres of fill (cumulative) below OHWM (temporary impacts should be quantified in an attached exhibit) <input type="checkbox"/> Appropriate box checked for presence/absence of vegetation and if there will be natural shoreline stabilization <input type="checkbox"/> Type of permanent open water fill and acres of fill (cumulative) beyond the shoreline <p><i>Reviewer Notes:</i></p>
			<p>D) Does the “<i>For Stream Impact</i>” box meet the following requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cumulative linear feet and acre(s) of permanent impacts to streams <input type="checkbox"/> Type(s) of permanent fill material and volume of this material that will be placed below OHWM <input type="checkbox"/> Proposed start and end date that are consistent with the project’s letting date <input type="checkbox"/> Channel width and depth are provided and match those listed in the waters report <input type="checkbox"/> Cross-sectional area below the OHWM that match the plan sheets <input type="checkbox"/> The type of structure that will be installed <input type="checkbox"/> The structure dimensions <input type="checkbox"/> Stream substrate that matches the waters report <input type="checkbox"/> The type of permanent fill material for any open water impacts and acre(s) <p><i>Reviewer Notes:</i></p>
			<p>E) Does the “<i>For Wetland Impact</i>” box meet the following requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type of permanent fill material <input type="checkbox"/> Cumulative permanent acres of wetland impacted with a breakdown of impacts by wetland type (emergent, scrub-shrub, and forested) <p><i>Reviewer Notes:</i></p>

S	D	NA	VI: Application Attachments
			A) Do the project plans meet the following requirements:
			<input type="checkbox"/> Plans represent both the existing and proposed project conditions (this can be addressed on the same plan page so long as each can be clearly reviewed)
			<input type="checkbox"/> All jurisdictional streams and wetlands are labeled on the plans with the appropriate USGS 7.5 minute series name
			<input type="checkbox"/> Cross sections are provided for all wetland impacts with a label showing the boundary of the wetland
			<input type="checkbox"/> Cross sections are provided for stream impacts with labels for the OHWM and flow-line elevation
			<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
			<i>Reviewer Notes:</i>
			B) Does the waters report/wetland delineation meet the following requirements:
			<input type="checkbox"/> Most recent version of the report and has a PreJD form signed by the preparer of the report or a representative of INDOT-ES
			<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 boundary or 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 types (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 project
			<input type="checkbox"/> Includes photos of the project area
			<i>Reviewer Notes:</i>
			C) Other Attachments:
			<input type="checkbox"/> Section 106 and Section 7 (IDNR & USFWS) correspondence is included in the application
			<input type="checkbox"/> The Section 7 correspondence is less than five years old (Note: new coordination will be needed for all correspondence greater than five years old)
			<input type="checkbox"/> The Section 7 correspondence states that no species were noted in the vicinity of the project or will not likely to impact any ETR species
			<input type="checkbox"/> INDOT Hydraulics memo is included and includes the proposed structure
			<input type="checkbox"/> For USACE Detroit District, include the Request for Corps JD Form
			<i>Reviewer Notes:</i>
			D) If a project has impacts for multiple jurisdictional waters, a summary table should be provided. Did this table meet the following requirements:
			<input type="checkbox"/> Itemization of the impacts to each individual stream (length and acres below OHWM)
			<input type="checkbox"/> Itemization of impacts to each individual wetland (acres)
			<input type="checkbox"/> Volume of fill below OHWM (cubic yards) to each stream
			<input type="checkbox"/> Volume of fill that will be placed in each wetland
			<input type="checkbox"/> Existing structure dimensions (length, width, and height)
			<input type="checkbox"/> Proposed structure dimensions (length, width, and height)

