

# Local Government NEPA Study Checklist

## Introduction

The purpose of this checklist is to ensure that a consistent level of information is provided to the Environmental Programs Division for the initiation of NEPA studies. This is intended to expedite the field review of proposed projects, minimize requests for additional information, and reduce the incidence of repeated field investigations or follow-up interagency consultation. Study requests which do not contain ALL the information or attachments identified on this checklist will be returned, with an explanation of what is needed before NEPA clearance can begin. **The effective start date for the NEPA process is when all required information has been received by the Environmental Programs Division. Please submit the completed form with study footprint/plans and other supporting documents to the Assistant Division Engineer, Environmental Programs Division through Local Government Division. THIS INFORMATION NEEDS TO BE SUBMITTED FOR ALL PROJECTS REGARDLESS OF WHETHER NEPA IS BEING DONE IN-HOUSE OR BY A CONSULTANT HIRED BY THE CITY/COUNTY.**

### I. Project Information

The following information must be present:

Federal Aid Project No:                      State Job Piece No:  
County(ies):                                      County Road No. or City Street Name:  
Project Description from JPINFO:  
Anticipated Let Date:

**II. Funding Information** This information is needed to determine if the project needs NEPA. If the project currently has federal funds or has potential for federal funds in the future, a full NEPA document is needed. If the project requires a 404 permit only and the project is being let through ODOT, only the cultural resources, biological and hazardous waste studies will be done and no NEPA document will be prepared. If the project is let by County or City, the County/City will be responsible for the studies.

- The Project currently has federal funds
- The Project has potential for future federal funds
- The Project does not have federal funds but will require a 404 permit and will be let by ODOT

**II. Description of Existing facility (Roadway)** If a roadway project, project description or plans must include the following:

Existing No lanes                                      Shoulders/type                      (Sod, Paved, etc)  
Existing sidewalks (Circle applicable ones) YES/NO LT/RT/BOTHSIDES  
Functional classification  
Traffic: Present ADT                      vpd                      Future ADT (20 year Projection)                      vpd

**III. Description of Existing facility (Bridge)** If a bridge project, project description or plans must include the following:

NBIS No.:                                      Location No.:  
Existing Bridge Width:  
Name of water body or facility crossed (RR, etc):  
The bridge is currently (Check all applicable ones)  
 Load Posted  
 Open to Traffic  
 Closed to Traffic

**IV Purpose & Need for the Project** The reason why the project is needed (Check all that apply)

- Infrastructure Deficiency (Structurally deficient bridge, Poor Pavement, etc.)
- Geometric Deficiency (Functionally obsolete or narrow bridge, Inadequate vertical clearance, Narrow shoulders, sidewalks not meeting ADA requirements, etc.)
- Safety (Provide accident data and describe the feature contributing to accidents)

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- Inadequate Capacity (Traffic volume exceeds existing capacity)
- Legislative Mandate (Provide copy of the mandate)
- Other (Economic development, Connectivity, Emergency Repair, etc. Describe).

For ER funded projects, please provide the description of event which qualified the project for ER funds:

**V Proposed Work** The following must be indicated (Check all that apply)

- Roadway Capacity Expansion(from 2 lanes to 4 or 6 lanes)
- New or offset alignment
- Add/improve shoulders
- Overlay/Pavement repair
- Vertical/horizontal curve corrections
- Signalization
- Auxiliary/Turn lanes
- Sidewalks
- Bridge replacement.
- Bridge rehabilitation
- Other (Describe)

**VI. Description of Proposed Improvement Work**

**Proposed Typical**

No of Lanes

Width of Driving Lanes            ft            Type of Driving Surface            (Paved, Gravel, etc.)

Width of Shoulder            ft            Type of Shoulder            (Paved, Gravel, Sod, etc.)

**Proposed Bridge**

Proposed Structure            (Span, RCB, etc.)    Proposed Bridge Width            ft

**Project Description**

PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED WORK (eg. Adding shoulders & turn lanes from Sec Line EW 65 to EW 66 on NS 467, Bridge replacement on EW 67 over Coon Creek, Reconstruction of Rock Creek Road from 2 to 4lane section from 24<sup>th</sup> Street to 36<sup>th</sup> Street, etc.)

**VII. Type of Detour** The following must be indicated (Check one)

- None, road closed
- Road closed, traffic detoured on existing roads
- Shoofly requiring permanent or temporary new R/W (INDICATE WHETHER SHOOFLY IS LOCATED EAST/WEST/NORTH/SOUTH of Existing Bridge)
- Keep existing facility open (INDICATE WHETHER OFFSET IS TO EAST/WEST/NORTH/SOUTH OF EXISTING ALIGNMENT)

**VIII. Location Map**

PROVIDE A LOCATION MAP. It can be a Section of County Map or Plan cover sheet, or equivalent showing location of project with respect to identified county roads, towns, features, and legal locations (township, range, sections)

**IX. Detailed Project Footprint Map** (Can be one of the following):

Set of preliminary or P-I-H plans – Include Title, Typical, Plan & Profile sheets, General Bridge Plan sheet, and Cross Sections. Plans should show existing facility and proposed improvements, existing and proposed new R/W, and any temporary R/W expected for shoofly detours or channel work.

**OR**

Preliminary study area based on **reasonable estimate of proposed/anticipated new/temporary R/W and the proposed typical section including any sidewalks and bridge width.**

The project study footprint should be drawn to scale on a suitably enlarged USGS 7.5 minute quadrangle or a an excellent-quality aerial photograph with a minimum 400:1 scale. Scale and quality must be adequate to

allow field personnel to easily correlate the project area to existing facility, adjacent landforms and structures. For some issues, preliminary design/R/W plans will be necessary to determine effects and will be requested as soon as this becomes apparent.

**X. Ground Disturbance, Right of Way & Relocations/Structure removals (check all applicable ones)**

- Involves ground disturbance outside of existing pavement.
- New/temporary R/W required
- Project will require relocations/demolitions of adjacent buildings (show on attached map or plans)
- Project will not require relocations/demolitions

**XI. Public Involvement (attach required correspondence(s))**

- For ALL projects with new permanent or temporary R/W, attach a letter from the County Commissioners or the City that all property owners in the study area have been notified of the proposed project and are aware that ODOT specialists will be accessing their property to perform follow up studies.
- For URBAN capacity expansion projects which would normally require a public meeting or notice, attach a letter indicating the Local Authority has already, or intends to, conduct a public involvement program.

**XII. Noise (check if project is in an urban/suburban area and involves capacity expansion)**

- Design Traffic Data which includes the current and projected future AADT, K (DHV/AADT-two way), T (% medium trucks of DHV), T (% medium trucks of AADT), T3 (% heavy trucks of AADT) and design speed.

**XIII. Section 4(f) and 6(f) Properties**

- None known in area
- Yes. If any known public parks, recreation areas, and wildlife/waterfowl refuges are present, show on attached quads or aerials

**XIV. Historic Bridges**

Is the bridge listed as historic (NRHP eligible) in the 2007 Spans of Time (Can be found at <http://www.okladot.state.ok.us/hqdiv/p-r-div/spansoftime/pdfs/survey-phase1.pdf>) ?

- No  Yes. If yes, provide the information required to start the Section 4(f) process as per the requirements listed in the Section 4(f) memo from ODOT Cultural Resource Specialist (*Please check with Environmental Programs Division for the latest version*).

**XV. Traffic Impact or Alternate Studies**

- Attach available traffic impact studies for urban capacity expansion projects.
- Attach available alternative analysis for projects on new alignments.

**XVI. For urban projects**

- The project is located within the ACOG, INCOG or Lawton Metropolitan Area
- The project is included in the Long Range Plan for the City or ACOG/INCOG/Lawton Metropolitan Area
- The project is included in the TIP for the ACOG/INCOG/Lawton Metropolitan Area
- The project is NOT located within the ACOG, INCOG or Lawton Metropolitan Area

**XVII. For projects with existing or proposed sidewalks**

- The project is located on the City's Master Plan for Pedestrian trails
- Other needs for sidewalk (such as school, parks, Transit stops, etc. Describe)

**ENVIRONMENTAL REVIEW CANNOT BEGIN UNTIL ALL NECESSARY INFORMATION IS PROVIDED.**