

GUIDANCE FOR PART 1, CHAPTER 10

May 2026

This document provides guidance and suggested outlines for the preparation of state, local, and privately funded project documentation, including a Non-Major State Action (NMSA) checklist, State Environmental Impact Reports (SEIRs), SEIR Re-evaluations, Project Environmental Impact Reports (PEIRs), and environmental certifications. Sample forms are also included.

[Guidance for Preparing a Non-Major State Action](#)

[Sample Non-Major State Action Checklist](#)

[Guidance for Preparing a State Environmental Impact Report Form](#)

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[Sample State Environmental Impact Report Re-evaluation Form](#)

[Sample Environmental Certification for FDOT State Project](#)

[Sample Project Environmental Impact Report](#)

Guidance for Preparing a Non-Major State Action

1. GENERAL INFORMATION: identifies the name of the project, its limits, county, Financial Management (FM) number(s), and includes related FM numbers.
2. PROJECT DESCRIPTION: includes a brief description of the existing conditions, purpose and need if known, and the proposed improvements (i.e., number of lanes, structure, median, and ROW).
3. EVALUATION: provides a list of questions used to document the potential impacts of the project. If any item is marked “Yes”, then it is discussed and determined by the District whether additional evaluation or a SEIR will be necessary. Consideration should be given to potential permitting requirements and needs. If all answers are “No” and the project type is not defined in **Section 339.155(5)(b), F.S.**, as a major transportation improvement, the project is an NMSA. In cases where the District determines that a project with any “Yes” responses will proceed as a NMSA, the rationale is provided in the checklist. Guidance on determining impacts and responding to the questions is provided in the different topic chapters in [Part 2 of the PD&E Manual](#). Generally, these chapters along with the Area of Interest (AOI) Tool in the EST and the preparer’s familiarity with the project area are used to complete this section. A brief summary of the evaluation may be included.

A list of attachments is included at the end of the checklist with links to the supplemental information such as figures, graphs, and summaries of the evaluation.

Sample Non-Major State Action Checklist

NON-MAJOR STATE ACTION CHECKLIST

1. GENERAL INFORMATION:

Project Name: _____

Project Limits: _____

County: _____

FM Number: *(Includes Related FM Numbers)* _____

2. PROJECT DESCRIPTION:

3. EVALUATION: *(If Yes is selected in response to any of the questions below, a pop-up will state: By checking this box, the project may not meet the criteria of a Non-Major State Action. Evaluate whether a State Environmental Impact Report (SEIR) will be necessary.)*

YES NO

___ ___ Is this a transportation project qualifying for ETDM EST screening? (See [Part 1, Chapter 2, Class of Action Determination for Federal Projects](#))

___ ___ Will the project cause adverse impacts to local traffic patterns, property access, community cohesiveness, or planned community growth or land use patterns? (See [Part 2, Chapter 4, Community Impact Assessment](#))

___ ___ Will the project cause adverse impacts to air, noise, or water? (See [Part 2, Chapter 19, Air Quality](#); See [Part 2, Chapter 18, Highway Traffic Noise](#); See [Part 2, Chapter 11, Water Resources](#))

___ ___ Will the project cause impacts to wetlands requiring a federal permit? (See [Part 2, Chapter 9, Wetlands and Other Surface Waters](#))

___ ___ Will the project cause adverse impacts to navigation requiring a federal permit? (See [Part 1, Chapter 16, Navigation](#))

___ ___ Will the project cause impacts to floodplains in accordance with [Part 2, Chapter 13: Floodplains](#) of the PD&E Manual?

___ ___ Will the project affect federally endangered or threatened species or their critical habitat? (See [Part 2, Chapter 16, Protected Species and Habitat](#)) *(If the Programmatic Approach for Minor Transportation Projects applies, a Programmatic Approach Form should be included)*

YES NO

___ ___ Will the project require more than minor amounts of right of way and result in any residential or non-residential displacements? (See [Part 2, Chapter 4, Community Impact Assessment](#))

___ ___ Are there state-owned conservation lands being acquired in the project area subject to review and approval by the Acquisition and Restoration Council? (See [Part 2, Chapter 23, State-Owned Conservation Land Coordination](#))

___ ___ Are properties protected under Chapter 267, F.S., adversely affected as determined in consultation with the Florida Division of Historical Resources? (See [Part 2, Chapter 8, Archaeological and Historical Resources](#)) (If the [Section 106 Programmatic Agreement](#) applies, the [Section 106 PA Form](#) should be included)

___ ___ Does the action have known contamination sites which would have more than a minimal impact to design, right of way, or construction activities once assessed as described in [Part 2, Chapter 20, Contamination](#) of the PD&E Manual, and can't be avoided or remediated?

___ ___ Will the project have substantial controversy on environmental grounds?

___ ___ Is a public hearing needed in accordance with Part 1, Chapter 11, Public Involvement of the PD&E Manual and Section 339.155(5)(b), F.S.?

This Checklist is the Environmental Document for a Non-Major State Action. Supporting documents are included in the project file.

The project is not defined in Section 339.155(5)(b) of the Florida Statutes as a major transportation improvement (increasing the capacity of a facility through the addition of new lanes or providing new access to a limited or controlled access facility or construction of a facility in a new location) and based upon this project evaluation, it has been determined that the project is a Non-Major State Action.

District Environmental Manager or Designee:

Date: ___/___/___

ATTACHMENTS:

Guidance for Preparing a State Environmental Impact Report Form

A SEIR is prepared using a form in SWEPT. Once the form is completed, it is saved as a PDF which becomes the SEIR document (Environmental Document), hereafter referred to as SEIR. Supporting information such as agency coordination letters, technical memos, technical reports, and other supporting documents are saved in the SWEPT project file and are identified as either Technical Materials or Attachments. The [State Environmental Impact Report QA/QC Checklist](#) includes a list of these documents and clarifies which should be Technical Materials and which are attached. Please note there are separate checklists for SEIRs prepared by the FTE vs. SEIRs prepared for a District.

The selections made in the form determine the information that is included in the SEIR. Certain selections in the form will prompt a standard statement to appear in the SEIR.

Standard statements in the draft SEIR documents (Word and PDF) are now highlighted like they are on the interactive form. Standard statements are presented in a purple box, with user entries shown in teal, and information still needed from the user marked in yellow. Once the SEIR has been approved, the highlighting is removed.

Cover Page: The Cover Page is only displayed on the SEIR document, it is not shown on the form during preparation. On the Project Information page of the form, information such as the project name or title [including bridge number(s), if appropriate]; applicable FDOT District, county(ies) involved; project numbers [ETDM Number (if applicable) and FM Number] are automatically populated. There is also a place to identify the Project Manager. This information is displayed on the Cover Page of the SEIR document along with the **Civil Rights Act of 1964** standard statement:

This project has been developed without regard to race, color, national origin, age, sex, religion, disability, or family status.

The following statement should also be included:

The SEIR reflects consideration of the PD&E Study and the public hearing. (The information on the public hearing is only included if applicable).

Once the form is completed and approved, the Cover Page of the SEIR will display the signature of the District Secretary or Designee. This is an electronic signature that is added during the approval of the form in SWEPT.

Second Cover Page: When preparing the form, under District Contact Information, add the name, title, address, phone, and email address of the District Contact. This is typically the Project Manager but may be a different District staff person. Also include the prime consulting firm and Consultant Project Manager information, if applicable. This information is displayed on the second Cover Page of the SEIR document.

The following statement is also included:

This document was prepared in accordance with the FDOT PD&E Manual.

Table of Contents: A Table of Contents is generated by SWEPT and only visible in the SEIR document.

Location Map: In the SEIR form add a project location map which is displayed after the Table of Contents.

Section 1: Project Information

1.1 Project Description: In the Project Description box in the form, briefly describe the proposed action in terms of location, length, and termini of the project and typical section(s). Use appropriate engineering detail to show the number of lanes and their width, major structures, proposed capacity and safety improvements, estimated ROW to be acquired, and construction year (if available). This description should also include existing conditions of the transportation facility, accommodations for pedestrians, bicyclists, and navigational needs as applicable, and include a project location map. See [Part 2, Chapter 1, Project Description, Purpose and Need, and Planning Consistency](#). Include the FDOT preferred alternative based on the alternative analysis per [Part 2, Chapter 3A, Alternatives Analysis](#).

1.2 Purpose and Need: Add the purpose and need to the form. Identify and describe the transportation need(s) and the purpose the project is intended to satisfy (e.g., provide system continuity, alleviate traffic congestion, and/or correct safety or roadway deficiencies). Update the purpose and need, as appropriate to reflect current project conditions. See [Part 2, Chapter 1, Project Description, Purpose and Need, and Planning Consistency](#) for detailed guidance on preparing the purpose and need.

The form then provides a button to upload documents that will be listed as Technical Materials. There is also a separate button to add attachments to be included in the Appendix.

1.3 Planning Consistency: Determine whether the project meets planning consistency by identifying if the entire project is funded for the next phase (e.g., Design, ROW, Construction), or if one segment is funded to completion. Follow the instructions provided in the form to prepare the planning consistency table and provide planning consistency information in the text box to support the table, if needed. This information is included to reflect that a project is appropriately described and cost estimates in state and local plans are consistent. It is intended to assist in the timely advancement of project funds and future phases of the project. If planning consistency information is not available, a description of actions required for obtaining planning consistency may be provided.

If applicable, attach supporting documentation that demonstrate project planning consistency in the SWEPT file. Acceptable documentation includes adopted pages from the Cost Feasible Plan of the Long Range Transportation Plan (CFP LRTP), the Transportation Improvement Program (TIP), and the Current State Transportation Improvement Program (STIP) pages. Documentation of snapshots of the Work Program are not adequate documentation to demonstrate planning consistency.

For future phases not currently shown on the referenced plans and programs, this section of the form documents planned steps towards implementation, including the anticipated fiscal years. This should be coordinated with District Planning staff and may need to be documented in the appropriate plans and programs as well.

For projects with multiple segments, a table for each segment should be added in the SWEPT table function detailing each segment's limits, phases, costs, and timeframe.

When a project is divided into segments, each segment should be described in the table. For example, if the project is 15 miles long and the first segment covers 5 miles, the remaining segments should be clearly defined. It is not sufficient to simply state that the remaining 10 miles may be segmented in the future. For additional clarity, a map showing project segments may also be included with the form. Additional information may also be added in the comment boxes.

More information is available on planning consistency in [Part 2, Chapter 1, Project Description, Purpose and Need, and Planning Consistency](#) as well as the [FDOT/FHWA Consistency Guidance](#) and [Planning Consistency for NEPA Practitioners](#).

The form provides a button to upload documents that will be listed as Technical Materials. There is also a separate button to add attachments to be included in the Appendix.

Section 2: Environmental Analysis Summary

A summary is automatically generated in the SEIR document based on the responses to the questions when completing the form and reflects if impacts are Substantial, Enhanced, or if there is No Involvement for each topic/resource. This is not shown when completing the form but is displayed when the SEIR document PDF is created.

Section 3: Community Effects

When preparing this section, consider the Community Impact Assessment (CIA) topics in accordance with procedures in [Part 2, Chapter 4, Community Impact Assessment](#). Summarize the evaluation completed for the following topics, including minimization and anticipated enhancements:

3.1 Social: Summarize the potential for the project to affect community groups, neighborhoods, and variables of local community concern. Consider and describe the likelihood of community impacts and discuss whether there are any areas of controversy resulting directly or indirectly from the project. Refer to the public involvement section for more details on public involvement activities conducted for the project. If applicable, include a summary of information from the **CIA Technical Memorandum**, and include the memorandum in the project file as Technical Material.

3.2 Economic: Summarize the project's potential effect on economic activity in the study area, local area, and region.

3.3 Land Use Changes: Summarize the potential for the project to induce secondary development or change existing land use patterns and discuss the use of agricultural lands that are not subject to the **FPPA**. Add a land use map as an attachment, if applicable.

3.4 Mobility: Summarize the project's potential effect on mobility and accessibility in the study area with emphasis on non-driving population groups (i.e., elderly, young, disabled, and low-income individuals).

3.5 Aesthetic Effects: Summarize the project's aesthetic effects evaluation in accordance with [Part 2, Chapter 5, Aesthetic Effects](#).

3.6 Relocation Potential: Identify if relocation potential is present or not present and add the **Conceptual Stage Relocation Plan (CSRP)** as Technical Material, if applicable. If relocations are anticipated, indicate the number and type of relocatees (residents, tenants, businesses, institutions or community facilities), and discuss the relocation impact to groups protected by nondiscrimination laws. If there is relocation potential, indicate whether comparable replacement housing is available. SWEPT will automatically generate a Right of Way and Relocation Assistance Program standard statement that will be included in the SEIR document. A standard statement will also be generated if comparable replacement housing is not available in the area.

The form then provides a comment box to add project commitments applicable to the topics in Section 3. The form provides a button to upload documents that will be listed as Technical Materials. There is a separate button to add attachments to be included in the Appendix.

Section 4: Cultural Resources

Summarize the evaluation completed for the following resources, including minimization and anticipated enhancements:

4.1 Florida Historical Resources Act, Chapter 267, Florida Statutes (F.S.): When completing this section of the form, consider potential involvement with properties listed in or eligible for listing in the National Register of Historic Places (NRHP), and if present, indicate whether the resources were found to meet the eligibility criteria for inclusion in the NRHP. If eligible, identify if there is an adverse effect to any of these resources. If there is at least one adverse effect on an eligible resource, select “Adverse Effect” and describe all the resources in the summary box.

Include FDOT’s determination of effects to historic resources and FDHR’s opinion as to this determination. The correspondence providing FDOT’s finding on effects to historic properties; FDHR/State Historic Preservation Officer (SHPO)/Tribal Historic Preservation Office (THPO) opinion on this finding; and any correspondence related to the avoidance, minimization, or mitigation of effects to historic properties, as well as the opinions of the other consulting parties, should be included in the Appendix. Add FDHR/SHPO concurrence letters as attachments along with a resource map as necessary.

Applicable standard statements will be automatically generated as the preparer answers cultural resources questions in the form. Some of the standard statements require the preparer to add additional information specific to the project.

4.2 Section 6(f) of the Land and Water Conservation Fund Act of 1965: If present, identify, by formal name, all park and recreational properties funded wholly or in part under **Section 6(f)** of the **Land and Water Conservation Fund Act (LWCFCA)** within the project study area in the summary. Discuss any project-related impacts to these properties and specifically identify any ROW or other acquisition from these resources which may be required to complete the project. Include **Section 6(f)** supporting documentation. Standard statements will be automatically generated in the form as applicable. For guidance see [Part 2, Chapter 7, Section 4\(f\) Resources](#).

4.3 Recreational Areas and Protected Lands: Identify if there are state-owned conservation lands in the project area subject to review and approval by the Acquisition and Restoration Council (ARC). For guidance see [Part 2, Chapter 23, State-owned Upland Conservation Land Coordination](#). If such lands are present in the project area, describe the resources and how the project may impact them in the summary box. This section also documents involvement with recreational or public lands. Include a summary of impacts and coordination with the Official with Jurisdiction (OWJ) and/or appropriate federal or state land managing agencies [e.g., National Park Service (NPS), FDEP]. A standard statement will be automatically generated in the form as applicable. Correspondence during this process should be included in the project file. If final decisions by the ARC are made and the Memorandum of Agreement (MOA) is completed prior to approval of the SEIR, they should be referenced and attached to the SEIR and saved to the SWEPT project file. If ARC coordination is not finalized and/or the MOA is not yet signed, provide the status of the coordination thus far and indicate any specifics of when coordination will continue or be completed.

The form then provides a comment box to add project commitments applicable to the topics in Section 4. There is also a button to upload documents that will be listed as Technical Materials, and a separate button to add attachments to be included in the Appendix.

Section 5: Natural Resources

Add the **NRE** as a Technical Material if applicable. Identify the presence of, and summarize the evaluation completed for the following resources, including minimization and anticipated enhancements:

5.1 Wetlands and Other Surface Waters: Summarize involvement with wetlands or other surface waters. If present, identify the type of wetlands and other surface waters involved, their approximate acreage, and their overall functional value based on the Uniform Mitigation Assessment Methodology (UMAM), as appropriate in the summary. A standard statement will be automatically generated in the form as applicable. Add a map of the wetlands and surface waters identifying the location as they relate to the project as an attachment, if applicable. The level of detail of the summary should be sufficient to clearly define wetland involvement and describe interagency coordination. See [Part 2, Chapter 9, Wetlands and Other Surface Waters](#) for further guidance. If wetland impacts are anticipated, include a brief discussion of potential mitigation options.

5.2 Aquatic Preserves and Outstanding FL Waters: Identify if there are any Aquatic Preserves or Outstanding Florida Waters in the project area and if they will be impacted. Provide the name and potential involvement (i.e., water quality impacts, in water work, ROW needs) in the summary. Applicable standard statements will be automatically generated as the preparer answers questions related to aquatic preserves in the form. For guidance see [Part 2, Chapter 11, Water Resources](#). Add any FDEP Aquatic Preserves coordination letters as attachments, if applicable, and any other supporting documentation as Technical Materials.

5.3 Water Resources: Summarize water resource involvement or impacts as evaluated and documented in the **Pond Siting Report (PSR)**, or **Conceptual Drainage Design Report** or **Stormwater Management Alternatives Report (SMART)** in accordance with [Part 2, Chapter 11, Water Resources](#). Summarize best

management practices (BMPs) which will be implemented to address potential water quality and stormwater impacts during construction. Add the **PSR** and other applicable technical reports as Technical Material. Summarize best management practices (BMPs) which will be implemented to address potential water quality and stormwater impacts during construction. Add the **PSR** as Technical Material.

5.4 Wild and Scenic Rivers: If present, identify if the river is impacted or not impacted. If not impacted, identify if the river is a Federally Designated Wild and Scenic River, Study River, river on the Nationwide Rivers Inventory, or Florida Wild and Scenic River. Applicable standard statements will be automatically generated as the preparer answers questions related to Wild and Scenic Rivers in the SWEPT form. Some of the standard statements will prompt the preparer to add the name of the protected river. In the comment box identify the name of the river, include details to support the determination and identify if there are any other protected rivers present in the project limits. If they are impacted, identify any Federally Designated Wild and Scenic Rivers, Study Rivers, rivers on the Nationwide Rivers Inventory, or Florida Wild and Scenic Rivers by name, and provide detail in the summary comment box. See [Part 2, Chapter 12, Wild and Scenic Rivers](#) for further guidance. Add any National Parks Service letters, FDEP correspondence, or other coordination as Technical Materials, if applicable. Project involvement with a Florida Wild and Scenic River (Myakka River) is documented and any correspondence with FDEP is summarized, referenced as Technical Material, and saved in the SWEPT project file.

5.5 Floodplains: Determine if the 100-year floodplain is present within the project and summarize the project involvement with the floodplain based on the results of the floodplain analysis in accordance with [Part 2, Chapter 13, Floodplains](#). [Part 2, Chapter 13, Floodplains](#) provides a list of summary statements that are appropriate for different scenarios. Provide a summary of the **Location Hydraulics Report (LHR)** and/or **Bridge Hydraulic Report (BHR)**, as applicable. Add the **LHR** and/or **BHR** as Technical Material and add a floodplains map as an attachment as necessary. If the project involves a regulatory floodway, summarize the project's consistency with the floodway and coordination with Federal Emergency Management Agency (FEMA) and local floodway management agencies in accordance with. A standard statement will be automatically generated in the form as applicable. [Part 2, Chapter 13, Floodplains](#) A standard statement will be automatically generated in the form as applicable. A standard statement will be automatically generated in the form as applicable.

5.6 Protected Species and Habitat: Identify if protected species and habitat are present in the project area. Summarize involvement with protected species and habitat including a brief description of the analysis, mitigation and results of agency coordination or consultation if applicable. A standard statement will be automatically generated in the form as applicable. For guidance see [Part 2, Chapter 16, Protected Species and Habitat](#). The SEIR should state that consultation will be initiated, if warranted, by the lead federal agency (USACE/USCG) during permitting. Add the technical assistance letters from resource agencies as attachments (if required) along with a species and habitat map as necessary.

5.7 Essential Fish Habitat: Summarize the potential impacts to Essential Fish Habitat (EFH). If present, identify if there is involvement or if there are adverse effects, provide a summary of the evaluation and technical assistance with NMFS for impacts as appropriate per [Part 2, Chapter 17, Essential Fish Habitat](#). The SEIR should

state that EFH consultation will be initiated, if warranted, by the lead federal agency (USACE/USCG) during permitting. A standard statement will be automatically generated in the form as applicable. Add technical assistance correspondence and/or meeting minutes with NMFS as an attachment, if applicable.

The form then provides a comment box to add project commitments applicable to the topics in Section 5. There is also a button to upload documents that will be listed as Technical Materials, and a separate button to add attachments to be included in the Appendix.

Section 6: Physical Resources

Identify if there were any substantial impacts to physical topics/resources and summarize the evaluation completed for the following topics/resources:

6.1 Highway Traffic Noise: Identify if it is a Type I or Type III project pursuant to **23 CFR Part 772** and **Section 335.17, F.S.** A standard statement will be automatically generated in the form as applicable. Summarize the results of noise impacts documented in the **Noise Study Report (NSR)**. The summary should include locations with the predicted noise impacts that have feasible and reasonable abatement, and locations with impacts that have no feasible or reasonable noise abatement alternative per [Part 2, Chapter 18, Highway Traffic Noise](#). Include the **NSR** as Technical Material and a noise contour map may be attached, if applicable.

6.2 Air Quality: Complete the automatically generated standard statement language as prompted. Identify if a screening model was performed, then summarize the potential project impact on air quality in accordance with [Part 2, Chapter 19, Air Quality](#). Add the **Air Quality Technical Memorandum** as Technical Material, if applicable.

6.3 Contamination: Identify if contamination is present within the project area. If contamination is not present, a standard statement will be automatically generated in the form. Summarize project involvement with contamination (based on Level I evaluation) in accordance with [Part 2, Chapter 20, Contamination](#). In the summary include discussion of known or potentially contaminated sites within or near the project area, measures taken to avoid or minimize impact to contaminated sites and sites that will require additional investigation (Level II or Level III investigation). Include the **Contamination Screening Evaluation Report (CSER)** as Technical Material and add a potential contamination site map as an attachment, if applicable.

6.4 Utilities and Railroads: Summarize the project's involvement with utilities and/or railroads in accordance with [Part 2, Chapter 21, Utilities and Railroads](#). Add any railroad coordination and/or **Utilities Assessment Package** as Technical Materials.

6.5 Construction: Summarize the measures that will be taken to minimize potential construction impacts in accordance with [Part 2, Chapter 3, Engineering Analysis](#).

6.6 Bicycles and Pedestrians: Where current pedestrian or bicycle facilities or future facilities are identified, discuss the current and anticipated use of the facilities, the potential impacts, and proposed measures, if any, to avoid or reduce adverse impacts to the facility and its users. Where new facilities are proposed as a part of the project, include sufficient information to explain the basis for providing the

facilities (e.g., proposed bicycle facility, desired by the community, is a link in the local plan, or sidewalks will reduce project access impact to the community). Where the preferred alternative would sever an existing major route for non-motorized transportation traffic, provide a reasonable, alternative route or demonstrate that such a route exists in accordance with [Part 2, Chapter 3, Engineering Analysis](#).

6.7 Navigation: Identify if the project is within the USCG's jurisdiction in accordance with [Part 1, Chapter 16, Navigation](#). Analysis or coordination to determine USCG jurisdiction should be briefly summarized and include a reference to supporting information. The correspondence, letter for preliminary determination of navigational clearance (if applicable), and other applicable documents should be added as Technical Materials. Include items needed for permitting, if available, and include adequate information throughout the SEIR so that USCG can use it to prepare their own **NEPA** document.

The form then provides a comment box to add project commitments applicable to the topics in Section 6. A button is provided to upload documents that will be listed as Technical Materials, as well as a separate button to add attachments to be included in the Appendix.

Section 7: Permits

Identify if there are environmental permits anticipated for the project. If none are anticipated, a standard statement will be automatically generated in the form. If permits are needed, select the appropriate permit types listed on the form and indicate status (e.g., to be acquired, application submitted, permit received). Local or other permit types may also be added if needed for the project. Additional information regarding permits can also be documented in the comments box. For guidance on environmental permits see [Part 1, Chapter 12, Environmental Permits](#). This section is displayed in the SEIR document as a list of permits that are anticipated for the project.

Section 8: Engineering Analysis

Add the title of the document that includes the engineering analysis to support the SEIR [e.g., **PER, Bridge Development Report (BDR), Bridge Replacement Report (BRR)**] and add that document as Technical Material. A standard statement will be automatically generated in the form. For guidance on preparing the Engineering Analysis see [Part 2, Chapter 3, Engineering Analysis](#).

The form then provides a button to upload documents to be listed as Technical Materials for Section 8.

Section 9: Commitments

The Commitments section of the form displays a list of commitments that were entered into the form in SWEPT. Add commitments not already included when preparing the previous sections of the form. Refer to [Part 2, Chapter 22, Commitments](#) for additional guidance. Commitments should be transmitted to the next phase of project development in accordance with [Procedure No. 650-000-003, Project Commitment Tracking](#).

Section 10: Approved for Public Availability

This section of the SEIR includes the signature of the Environmental or Project Development Manager and the date signed. The signature confirms that the document has completed a quality assurance/quality control (QA/QC) review and is approved for public availability. This signature is obtained electronically during preparation of the form in SWEPT.

Section 11: Public Involvement

Add the **PIP** as Technical Material. Or in cases where a **Community Awareness Plan (CAP)** was prepared, include a document explaining why a **CAP** was prepared instead of a **PIP**. These documents are finalized when the SEIR is approved. Summarize the public involvement activities, including those outside of the public hearing (e.g., kickoff meetings, public information meetings, newsletters, flyers, and small group meetings). Identify if the project meets the definition of major transportation improvement pursuant to **Section 339.155(5), F.S.**, and follow the form instructions to document the public hearing, or the process of providing opportunity for a public hearing. An option to add more than one public hearing is provided. The **Public Hearing Transcript** and **Public Hearing Certification, Form 650-050-56** should be added as attachments to be included in the Appendix, when applicable. Written statements from the public, both submitted at the public hearing or during the public hearing comment period, are included in the **Summary of Public Involvement (SPI)**. The draft SEIR displayed for the public hearing should be saved as a Technical Material. For more information on public involvement activities see [Part 1, Chapter 11, Public Involvement](#).

The form then provides a button to add documents that will be listed as Technical Materials. There is also a separate button to add attachments to be included in the Appendix.

Section 12: Technical Materials:

This section contains a list of Technical Materials that have been prepared to support the SEIR. They were uploaded to the project file when preparing previous sections of the form. The project file should contain the analytical documentation to support the project decisions. Technical Materials are not attached to the approved SEIR, instead they are referenced.

Attachments:

This section contains a list of documents that are incorporated into the SEIR. They are included as attachments and are added when preparing each section of the form. These documents are included in the Appendix which is generated upon completion and opening of the SEIR document.

Once completed, the form is approved and electronically signed by the District Secretary or designee. This signature appears on the Cover Page of the SEIR document.

Guidance for Preparing a State Environmental Impact Report Re-evaluation Form

The ***State Environmental Impact Report Re-evaluation Form*** is prepared in SWEPT and includes the following sections:

Section 1 – GENERAL PROJECT INFORMATION

This section contains information about the approved SEIR and the segment(s) being advanced. Information provided under this section includes:

- A. **Re-evaluation Type.** Select the appropriate trigger for the Re-evaluation. The options include: Right of Way Phase, Design Change, and Construction Advertisement. Note that multiple triggers can be selected.
- B. **Original approved Environmental Document.** Include the date of approval of the originally approved SEIR. The project numbers (e.g., FM and ETDM), project name, original project limits, and project location will be automatically generated in the form.
- C. **Prior Re-evaluation(s).** Include information on all prior approved Re-evaluation(s) for all project segments including FM number, what triggered the Re-evaluation (e.g., ROW, Design Change, and Construction Advertisement), District approval date, and brief description of approval. If there was no previous Re-evaluation, make that selection on the form.
- D. **Project or project segment(s) being evaluated.** Include Project/Segment FM number(s), Project/Segment name, location, identify letting type (i.e., Design Bid Build or Design Build), and funding type. Some of this information is automatically filled in when the FM number is selected.

Section 2 – PROJECT DESCRIPTION

This section includes a brief summary of the project description, the PD&E preferred alternative and/or prior Re-evaluation(s). It describes the project segment(s) being evaluated and includes a brief status of other segments.

Section 3 – CHANGES IN APPLICABLE LAW OR REGULATION

This section includes a summary of changes in federal or state laws, rules, regulations, or guidance that require consideration since the date of the original SEIR or most recent Re-evaluation. See FDOT's [Re-evaluation Guidance for Section 3 - Changes in Applicable Law or Regulation](#) for a list of regulatory changes and sample text to assist with preparing this section. If changes have occurred, select "YES". Briefly discuss the regulatory change(s) and provide reference to Section 7, as applicable.

Section 4 – EVALUATION OF DESIGN CHANGES

This section includes consideration of design changes that have occurred since approval of the original SEIR or most recent Re-evaluation. Only design changes that result in an increase or decrease in project impacts should be documented.

Examples of design changes include, but are not limited to:

1. Changes in typical section
2. Shifts in roadway alignment
3. Changes in ROW needs
4. Changes due to revised design control or criteria
5. New Design Variations or Design Exceptions
6. Changes in drainage/stormwater requirements, including stormwater pond locations

If no changes have occurred, select “NO”. If changes have occurred, select “YES”, provide a summary of the changes, and as appropriate, upload supporting documentation.

Section 5 – PUBLIC INVOLVEMENT

This section includes a summary of additional public involvement activities (meetings workshops, hearings) completed since the approval of SEIR or most recent Re-evaluation. If no additional public involvement activities have occurred, select “NO”. If public involvement activities have occurred, select “YES”, provide a summary of the activities, and as appropriate, upload supporting documentation.

Section 6 – PROJECT or SEGMENT(S) PLANNING CONSISTENCY

This section includes updates to information regarding Planning Consistency with the TIP, STIP, and CFP LRTP. This information is intended to inform planning and programming activities in order to assist in the timely advancement of project funds and the next phase of the project.

When updating previous consistency information, both completed and pending planning and programming activities should be identified in the table provided and described. Actions to be taken to complete pending items should also be described. Complete the table and include pages from the currently adopted CFP LRTP, TIP and Current STIP as supporting documentation. If more than one segment is being advanced for different phases, this distinction is specified. This table does not need to include phases which have already occurred, unless funds are programmed in the current or future years. Guidance on how to complete this section is included in [Part 2, Chapter 1, Project Description, Purpose and Need, and Planning Consistency](#).

Planning consistency information is not required for SEIRs, however, it should be updated if previously provided. If project planning consistency is not required for the Re-evaluation, make that selection on the form. The **State Environmental Impact Report Re-evaluation Form** will include the following statement:

Planning Consistency is not required for this project segment.

Section 7 – EVALUATION OF CHANGES IN IMPACTS

This section is used to document the evaluation of changes in impacts to affected topics/resources, as well as impacts to new topics/resources, which may have been identified. See applicable chapters in Part 2 of the [PD&E Manual](#) for guidance on determining impacts to topics/resources. This section is sub-divided into Community Effects, Cultural, Natural, and Physical categories.

If the topic/resource is not present in the project area, the analyst selects “N/A” for not applicable. If no change to an topic/resource has occurred, the analyst selects “NO” and has the option to provide comments. If a change has occurred for a given topic/resource, then the analyst selects “YES” and provides a summary of the change(s). If additional agency coordination letters are obtained they are attached to the form. Other documentation depicting the proposed changes (e.g., maps, graphs, figures) may be attached to the form. Updated technical reports or survey reports should only be included in the project file and not attached to the SEIR.

For the following topics/resources updates are required as described in the form:

- Mitigation status – provide an update to mitigation status for protected species and wetland mitigation.
- Highway traffic noise – provide a status update for noise impacts of the segment being advanced.
- Contamination – provide an update on the status of contamination assessment for sites rated “high” or “medium”. Describe changes in involvement with potentially contaminated sites.

Section 8 – COMMITMENT STATUS

This section provides an update on the status of commitments and any new commitments since approval of the original SEIR or most recent Re-evaluation. If there are no existing or new commitments for the project, the analyst selects “NO” in the corresponding boxes. If there are existing or new commitments for the project, the District selects “YES” in the corresponding box(es). New commitments added since the last approval should be listed in this section and added to the **Project Commitment Record (PCR)**. The Districts must review, verify, and update the **PCR** and attach the updated **PCR** to the Re-evaluation. Commitments must be tracked throughout the project, and satisfied at the appropriate phase of the project per [Procedure No. 650-000-003, Project Commitment Tracking](#) and [Part 2, Chapter 22, Commitments](#).

Section 9 – STATUS OF PERMITS

This section identifies federal, state, local [not exempt under **Section 335.02(4), F.S.**], required for the project and provides permit status since approval of the SEIR or last Re-evaluation. The status of the permit(s) should be commensurate with the phase of the project and what triggered the Re-evaluation. The preparer of the Re-evaluation must coordinate with the District Environmental Permits Coordinator to obtain permit status. Permit Application Numbers or issued Permit Numbers may also be added to this section under the Descriptor Column within the form. There is also a box to include a comment/explanation if a permit listed in the original SEIR is no longer required.

Section 10 - CONCLUSION

This section contains a statement about the Re-evaluation of the project and confirms the validity of the findings in the SEIR.

Check the box below:

The above Environmental Document has been re-evaluated.

Section 11 – DISTRICT REVIEW AND APPROVAL

The District approving authority or designee signs the signature line and uploads any consultation documentation.

Section 12 – Links to Supporting Documentation

Supporting information such as summaries of reports and documentation of stakeholder coordination should be listed and linked.

Sample State Environmental Impact Report Re-evaluation Form

State Environmental Impact Report Re-evaluation Form

1. GENERAL PROJECT INFORMATION

A. Re-evaluation Type(s): *(Multiple selections are allowed)*

- Right of Way Phase
- Design Change
- Construction Advertisement

B. Original approved Environmental Document

Document Type: _____

Date of Approval: _____

Project Numbers: _____
ETDM (if applicable) Financial Management

Project Name: _____

Project Location: _____

Project Limits: _____

C. Prior Re-evaluation(s):

Has this project been previously re-evaluated? Yes No

FM Number	Type				Date District Approved		
	PE	DC	ROW	CON			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Description of Prior Re-evaluation: *(provide a brief detail of re-evaluation changes)*

D. Project or project segment(s) being evaluated

FM Number	Project/Segment Name	Project/Segment Location	Type			Project/Segment Letting Type	Funding
			DC	ROW	CON		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

2. PROJECT DESCRIPTION

Provide a brief summary of the project description, the PD&E preferred alternative and/or prior Re-evaluation(s). Describe the project segment(s) being advanced and include a brief status of other segments.

3. CHANGES IN APPLICABLE LAW OR REGULATION

Are there changes in federal or state laws, rules, regulations, or guidance that require consideration since the date of the original Environmental Document or subsequent Re-evaluation(s)? Yes [] No []

Describe the changes and as appropriate, upload supporting documentation.

4. EVALUATION OF DESIGN CHANGES

Are there design changes that require consideration for potential significant changes in impacts: Yes [] No []

Describe the changes and, as appropriate, upload supporting documentation. This may include but is not limited to changes in the alignment(s), typical section(s), drainage/stormwater requirements, design control and criteria, or temporary road or bridge. If Yes is selected, general comments or an attachment is required.

5. PUBLIC INVOLVEMENT

Were there additional public involvement activities? (Meetings, workshops, hearings) Yes [] No []

Describe public involvement activities and, as appropriate, upload supporting documentation. General comments or an attachment is required.

6. PROJECT or SEGMENT(S) PLANNING CONSISTENCY

Would only be required when updating previous consistency information.

[] Planning Consistency is not required for this re-evaluation.

Is Planning Consistency required for this project segment? Yes [] No []

Segment FM Number:

Currently Adopted CFP-LRTP	COMMENTS				
Yes/No	<i>(If No, then provide detail on how implementation and fiscal constraint will be achieved)</i>				
Phase	TIP/STIP	Currently Approved	\$	FY	Comments <i>(If phase completed, make note, otherwise provide comments describing status and activities needed to achieve consistency)</i>
PE (Final Design)	TIP	Y/N	\$		
PE (Final Design)	STIP	Y/N	\$		
ROW	TIP	Y/N	\$		
ROW	STIP	Y/N	\$		
Construction	TIP	Y/N	\$		
Construction	STIP	Y/N	\$		

(The appropriate LRTP and TIP/STIP pages must be submitted as supporting documentation.)

7. EVALUATION OF CHANGES IN IMPACTS

a. COMMUNITY EFFECTS

Are there changes in impacts to the social, economic, land use, mobility, and/or aesthetic effects? Yes [] No [] N/A []

Describe the changes and, as appropriate, upload supporting documentation. If Yes is selected, General Comments or an attachment is required. If No is selected, General Comments or an attachment is optional.

Are there changes in Right of Way needs? Yes [] No [] N/A []

Provide additional details as appropriate. If Yes is selected, General Comments are required and an Upload button is provided to attach supporting documentation. If No is selected, General Comments are optional.

Is there a change in anticipated relocation(s)? Yes [] No []

Describe the changes and, as appropriate, upload supporting documentation. General Comments or an attachment is required.

b. CULTURAL

Are there changes in impacts to cultural resources pursuant to Chapter 267, F.S. (historic sites/districts and archaeological sites)? Yes [] No [] N/A []

If Yes is selected, describe the changes and, as appropriate, upload supporting documentation. General Comments or an attachment is required. If No is selected, provide additional details and upload supporting documentation, as appropriate. General Comments and attachments are optional.

Are there changes in impacts to lands purchased under Section 6(f) of the Land and Water Conservation Fund Act? Yes [] No [] N/A []

Describe the changes and, as appropriate, upload supporting documentation. If Yes is selected, General Comments or an attachment is required. If No is selected, General Comments or an attachment is optional.

Are there changes in impacts to recreational areas or protected lands?

Yes [] No [] N/A []

If Yes is selected, describe the changes and, as appropriate, upload supporting documentation. General Comments or an attachment is required. If No is selected, provide additional details and upload supporting documentation, as appropriate. General Comments and attachments are optional.

c. NATURAL

Are there changes in impacts to protected species and habitat, wetlands and other surface waters, and/or essential fish habitat? Yes No N/A

If Yes is selected, describe the changes, and, as appropriate, provide update to mitigation status and upload supporting documentation. If No is selected, provide update to mitigation status as appropriate. General Comments or an attachment is required if Yes or No is selected.

Are there changes in impacts to designated Aquatic Preserves, Coastal Barrier resources, Wild and Scenic Rivers, Nationwide Rivers Inventory Rivers, and/or Outstanding Florida Waters? Yes No N/A

If Yes is selected, describe the changes and, as appropriate, upload supporting documentation. General Comments or an attachment is required.

Are there changes in impacts to Floodplains or Water Resources?

Yes No N/A

Describe the changes and, as appropriate, upload supporting documentation. If Yes is selected, General Comments or an attachment is required. If No is selected, General Comments or an attachment is optional.

d. PHYSICAL

Are there changes in Air Quality? Yes No N/A

If Yes is selected, describe the changes and, as appropriate, upload supporting documentation. General Comments or an attachment is required. If No is selected, provide additional details and upload supporting documentation, as appropriate. General Comments and attachments are optional.

What is the status of Highway Traffic Noise?

Describe the changes and, as appropriate, upload supporting documentation. General Comments or an attachment is required.

What is the status of Contamination?

Provide an update on the status of contamination assessment for sites rated "high" or "medium". Describe the changes in involvement with potentially contaminated sites and as appropriate, upload supporting documentation. General Comments or an attachment is required.

Are there changes in impacts to Utilities and Railroads? Yes [] No [] N/A []

If Yes is selected, describe the changes and, as appropriate, upload supporting documentation. General Comments or an attachment is required. If No is selected, provide additional details and upload supporting documentation, as appropriate. General Comments and attachments are optional.

Are there changes in impacts to Navigation? Yes [] No [] N/A []

If Yes is selected, describe the changes and, as appropriate, upload supporting documentation. General Comments or an attachment is required. If No is selected, provide additional details and upload supporting documentation, as appropriate. General Comments and attachments are optional.

8. COMMITMENT STATUS

Are there prior commitments from the Environmental Document or previously approved re-evaluation(s)? Yes [] No [] If yes, attach PCR.

Are there new commitments? Yes [] No []

If Yes is selected, list new commitments added since approval of the original Environmental Document or most recent Re-evaluation. (should be contained within the uploaded PCR)

9. STATUS OF PERMITS

Federal Permit(s):

Segment/Name/Descriptor/Status/Date:

___ USACE Section 10 or Section 404 Permit _____

___ USACE Section 408 _____

___ USCG Bridge Permit _____

State Permit(s):

___ DEP or WMD Environmental Resource Permit (ERP) _____

___ DEP Coastal Construction Control Line Permit _____

___ DEP National Pollutant Discharge Elimination System Permit _____

___ FWC Gopher Tortoise Relocation Permit _____

___ WMD Right of Way Permits _____

Local Permit(s) If delegated or not exempt under

Section 335.02(4), F.S.:

Other Permit(s):

Add comment/explanation if permit listed in original Environmental Document is no longer required.

10. CONCLUSION

Check the box below:

The above Environmental Document has been re-evaluated.

11. DISTRICT REVIEW AND APPROVAL

_____ / /
District approving authority or designee Date

12. Links to Supporting Documentation

Sample Environmental Certification for FDOT State Project

ENVIRONMENTAL CERTIFICATION FOR FDOT STATE PROJECT

FM NUMBER: _____

ADDITIONAL IDENTIFIERS: _____
RELATED FINANCIAL MANAGEMENT NUMBER: _____
TITLE: _____
WORK MIX: _____
DISTRICT: _____
COUNTY: _____

PROJECT DESCRIPTION: _____

- This project is a Non-Major State Action. It was verified on _____.
- This project is a State Environmental Impact Report (SEIR). The SEIR was approved on _____.
- A Re-evaluation in accordance with the FDOT Project Development and Environment Manual Part 1, Chapter 10 was approved on _____.

SIGNATURE:

District Environmental Manager or designee

DATE: _____

Sample Project Environmental Impact Report

PROJECT ENVIRONMENTAL IMPACT REPORT

1. PROJECT DESCRIPTION AND PURPOSE AND NEED:

- a. Project Information: _____
 Project Name: _____
 Project Limits: _____
 County: _____
 Project Manager: _____
- b. Proposed Improvements: _____
- c. Purpose and Need: _____

2. ENVIRONMENTAL ANALYSIS

Topics/Resources	*Substantial Impacts?				**Supporting Information
	Yes	No	Enhance	NoInv	
A. COMMUNITY EFFECTS					
1. Social	[]	[]	[]	[]	_____
2. Economic	[]	[]	[]	[]	_____
3. Land Use Changes	[]	[]	[]	[]	_____
4. Mobility	[]	[]	[]	[]	_____
5. Aesthetic Effects	[]	[]	[]	[]	_____
6. Relocation Potential	[]	[]	[]	[]	_____
B. CULTURAL					
1. Historic Sites/Districts	[]	[]	[]	[]	_____
2. Archaeological Sites	[]	[]	[]	[]	_____
3. Recreational Areas and Protected Lands	[]	[]	[]	[]	_____
C. NATURAL					
1. Wetlands and Other Surface Waters	[]	[]	[]	[]	_____
2. Aquatic Preserves and Outstanding FL Waters	[]	[]	[]	[]	_____
3. Water Resources	[]	[]	[]	[]	_____
4. Wild and Scenic Rivers	[]	[]	[]	[]	_____
5. Floodplains	[]	[]	[]	[]	_____

Topics/Resources	*Substantial Impacts?				**Supporting Information
	Yes	No	Enhance	NoInv	
6. Protected Species and Habitat	[]	[]	[]	[]	_____
7. Essential Fish Habitat	[]	[]	[]	[]	_____

D. PHYSICAL

1. Highway Traffic Noise	[]	[]	[]	[]	_____
2. Air Quality	[]	[]	[]	[]	_____
3. Contamination	[]	[]	[]	[]	_____
4. Utilities and Railroads	[]	[]	[]	[]	_____
5. Construction	[]	[]	[]	[]	_____
6. Bicycles and Pedestrians	[]	[]	[]	[]	_____
7. Navigation	[]	[]	[]	[]	_____

* *Substantial Impacts?: Yes = Substantial Impact; No = No Substantial Impact- the topic/resource is present and considered as potentially involved with the project, but impacts are less than substantial.; Enhance = Enhancement- the project has enhancements or benefits to the topic/resource; NoInv = Issue absent, no involvement- the environmental topic/resource in question is not part of or in any way involved with the project. No supporting documentation is needed if this is selected.*

***Supporting information is referenced here and included as attachment(s). Attachments may include coordination letters, memos, maps and summaries of the environmental analysis. Environmental analysis material should be summarized and attached to the form in the order listed. Larger documents, such as technical reports, should be referenced rather than attached.*

3. ANTICIPATED PERMITS

- Individual Dredge and Fill Permit- USACE
- Nationwide Permit- USACE
- Bridge Permit- USCG
- Environmental Resource Permit _____ (FDEP or WMD)
- _____

4. ENGINEERING ANALYSIS

5. COMMITMENTS

6. PREFERRED ALTERNATIVE

7. **APPROVED BY MANAGING AGENCY/ENTITY (Before public hearing when a public hearing is required)**

___ / ___ / ___

Date

8. PUBLIC INVOLVEMENT:

1. A public hearing is not required.
2. A public hearing will be held (*insert date*). This draft document is publicly available and comments can be submitted to (*insert entity*) until (*insert date*)

Contact Information: *Contact Name*
 Contact Title
 Entity
 Street Address
 City, Florida, zip code
 Phone: (*xxx*) *xxx-xxxx*
 Email Address

3. A public hearing was held on (*insert date*) and the transcript is available.
4. An opportunity for a public hearing was afforded and was documented (*insert date*).

9. APPROVAL OF FINAL DOCUMENT

This project has been developed without regard to race, color, national origin, age, sex, religion, disability, or family status.

The final PEIR reflects consideration of the PD&E Study and the public hearing.

Signing Authority _____ **Date** / /