

# **GUIDANCE FOR PART 1, CHAPTER 6**

**May 2026**

This document provides guidance for the preparation of an Environmental Assessment (EA), including sample cover pages and a sample transmittal letter for EA distribution.

[Environmental Assessment Sample Cover Page](#)

[Environmental Assessment/Draft Section 4\(f\) Evaluation Sample Cover Page](#)

[Sample Transmittal Letter for EA Distribution](#)

# Environmental Assessment Sample Cover Page

## ADMINISTRATIVE ACTION ENVIRONMENTAL ASSESSMENT

Florida Department of Transportation  
In cooperation with the *(list cooperating agencies)*

Financial Management Number: xxxxx-xxxx  
Federal Project Number: xxx-xxx-x(xx)  
FDOT Efficient Transportation Decision Making Number: xxxxx  
*route, limits, County, Florida*

*(Brief description of the project)*

XX  
XX

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated May 26, 2022 and executed by the Federal Highway Administration and FDOT.

FDOT certifies that this Environmental Assessment has been prepared in accordance with the timelines and page limits set forth in 23 CFR § 771.138 and USDOT Order 5610.1D.

Approved For Public Notice

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\_\_\_\_\_  
Director, Office of Environmental Management  
Florida Department of Transportation

For additional information, contact:

*Name*  
*District Contact Title*  
Florida Department of Transportation  
*Street Address*  
*City, Florida, zip code*  
Phone: (xxx) xxx-xxxx  
*Email address*

*Name*  
*OEM Contact Title*  
Florida Department of Transportation  
605 Suwannee Street, MS 37  
Tallahassee, Florida 32399  
Phone: (xxx) xxx-xxxx  
*Email address*

# Environmental Assessment/Draft Section 4(f) Evaluation Sample Cover Page

## ADMINISTRATIVE ACTION ENVIRONMENTAL ASSESSMENT/DRAFT SECTION 4(f) EVALUATION

Florida Department of Transportation  
In cooperation with the *(list cooperating agencies)*

Financial Management Number: xxxxx-xxxx  
Federal Project Number: xxx-xxx-x(xx)  
FDOT Efficient Transportation Decision Making Number: xxxxx  
*route, limits, County, Florida*

*(Brief description of the project)*

XX  
XX  
XX

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated May 26, 2022 and executed by the Federal Highway Administration and FDOT.

FDOT certifies that this Environmental Assessment has been prepared in accordance with the timelines and page limits set forth in 23 CFR § 771.138 and USDOT Order 5610.1D.

Submitted pursuant 49 U.S.C. § 303.

Approved For Public Notice

\_\_\_ / \_\_\_ / \_\_\_  
Date

\_\_\_\_\_  
Director, Office of Environmental Management  
Florida Department of Transportation

For additional information, contact:

*Name*  
*District Contact Title*  
Florida Department of Transportation  
*Street address*  
*City, Florida, zip code*  
Phone: (xxx) xxx-xxxx  
*Email address*

*Name*  
*OEM Contact Title*  
Florida Department of Transportation  
605 Suwannee Street, MS 37  
Tallahassee, Florida 32399  
Phone: (xxx) xxx-xxxx  
*Email address*

## Sample Transmittal Letter for EA Distribution

(DATE)

(FEDERAL, STATE, TRIBE, OR LOCAL AGENCY)  
(ADDRESS)

Subject: Environmental Assessment  
(PROJECT NAME)  
Financial Management Number XXXXX-XXXX  
Federal-Aid Project No. X-XXX(X)-X  
(NAME OF COUNTY), Florida

Dear Mr./Ms.:

Pursuant to the National Environmental Policy Act of 1969, the Florida Department of Transportation is transmitting the Environmental Assessment as approved by the Office of Environmental Management. The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated May 26, 2022 and executed by the Federal Highway Administration and FDOT. The comment period for this document closes 30 days from publication in *(insert name of newspaper)*. The document may be found at *(insert link to website)*.

Sincerely,

District Environmental Office

Enclosures

cc: OEM / without enclosure