

GUIDANCE FOR PART 1, CHAPTER 8

May 2026

This document provides guidance for the preparation of a Draft Environmental Impact Statement (DEIS), including sample Notice of Intent, cover pages, and transmittal letters. Appendix guidance is also included.

[Sample Notice of Intent](#)

[Sample Notice of Intent Cover Letter](#)

[Draft Environmental Impact Statement Sample Cover Page](#)

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

[Supplemental Draft Environmental Impact Statement Sample Cover Page](#)

[Sample List of Preparers Appendix](#)

[Appendix Layout](#)

[Sample Transmittal Letter for Draft Environmental Impact Statement Distribution](#)

Sample Notice of Intent

(4910-22)

DEPARTMENT OF TRANSPORTATION

Federal Highway Administration

ENVIRONMENTAL IMPACT STATEMENT; _____ COUNTY, FLORIDA

AGENCY: Federal Highway Administration (FHWA), DOT

ACTION: Notice of Intent

SUMMARY: The FHWA, on behalf of the Florida Department of Transportation (FDOT) is issuing this notice to advise the public that an Environmental Impact Statement (EIS) will be prepared for _(project title and FM Number)_ in _____ County, Florida.

FOR FURTHER INFORMATION CONTACT: *(Name of District Contact), (Title), Florida Department of Transportation, (District Address), (City), Florida (Zip Code)*

SUPPLEMENTARY PROJECT INFORMATION:

Begin this section with the following statement:

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.

(Sample information:)

The proposed improvement would involve the reconstruction of SR XX from Interstate Route XX to SR XX, a distance of X miles. Improvements to the corridor are considered necessary to provide for the existing and projected traffic demand.

Alternatives under consideration include (1) taking no action; (2) widening to a six or eight lane divided roadway; (3) widening to a six lane plus frontage roads on the portion of the project west of SR XX; and (4) alternate corridors.

Provide a brief description of the project information including location and termini, project length, the purpose and need (include a brief description of the reasonable alternatives to accomplish the purpose and need and the no action alternative should be listed),

expected impacts, a statement disclosing that the agencies intend to prepare a single Environmental Document (FEIS)/ROD for the proposed project, a brief description of the proposed Environmental Scoping Process, anticipated permits for the project, the anticipated schedule, and the project website address if available. Coordinate with OEM for guidance on how to incorporate this information.

The following statement must be included: The FDOT intends to issue a single Final Environmental Impact Statement and Record of Decision document pursuant to Title 23 U.S.C. Section 139(n)(2).

The Florida Department of Transportation will prepare an EIS for a proposal to improve SR XX in _____ County, Florida. The FDOT intends to issue a single Final Environmental Impact Statement and Record of Decision document pursuant to Title 23 U.S.C. Section 139(n)(2). FDOT intends to recommend the preferred alternative in the DEIS.

Letters describing the proposed action and soliciting comments will be sent to appropriate federal, state, and local agencies, and to private organizations and citizens who have expressed interest in this proposal.

A series of public meetings will be held in _____ City, _____ County between *(month)* and *(month)*, *(year)*. In addition, a public hearing will be held. Notice will be provided of the time and place of the meetings and hearing. The Draft EIS will be made available for public and agency review and comment. A formal scoping meeting is planned at the project site for *(date and time)* at *(location)*. Additional project information can be found at the following web address: _____

To ensure that the full range of issues related to the proposed action are addressed and all significant issues identified, comments and suggestions are invited from all interested persons. Comments or questions concerning this proposed action and the EIS should be directed to the FDOT at the address provided above.

Place the following statement in parentheses directly above the signature and date of issuance: (Catalog of Federal Domestic Assistance Program Number 20.205, Highway Research, Planning and Construction. The regulations implementing Executive Order 12372 regarding inter-governmental consultation on Federal programs and activities apply to this program.)

Issued On: *(Month Date, Year)*

Director of the Office of Environmental
Management, or designee
Tallahassee, Florida

Sample Notice of Intent Cover Letter



U.S. Department
of Transportation

**Federal Highway
Administration**

Tallahassee, Florida 32312

Florida Division

3500 Financial Plaza, Suite 400

(Insert date)

Phone: (850) 553-2200

Fax: (850) 942-9691

www.fhwa.dot.gov/fldiv

In Reply Refer To:
HDA-FL

(insert Director name)

Director, Office of the Federal Register

7 G Street NW

Suite A-734

Washington, DC 20401

Dear *(insert Director name)*:

We ask that you file for public inspection this Notice on *(insert month, day, year)*, and that it be published in the Federal Register on *(insert month, day, year)*.

Please call *(insert contact name and title)* at *(insert phone number)* to confirm the publication date and if you have any questions or concerns.

Sincerely yours,

(Insert Division Administrator's Name)

Division Administrator

Enclosures

Draft Environmental Impact Statement Sample Cover Page

FHWA-FLA-EIS-YR-##-D
Florida Department of Transportation
Office of Environmental Management

ADMINISTRATIVE ACTION DRAFT ENVIRONMENTAL IMPACT STATEMENT

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

XXXXXXXXXXXXXXXXXXXXX *(One paragraph abstract of the project)* XXXXXXXXXXXXXXXXXXXXX

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 intends to issue a combined Final Environmental Impact Statement and Record of Decision document pursuant to Title 23 U.S.C. § 139.

Submitted pursuant to 42 U.S.C. § 4332(2)(c).

____ / ____ / ____
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

Comments must be received by the District contact person

By: _____(date)_____

Draft Environmental Impact Statement/Draft Section 4(f) Evaluation Sample Cover Page

FHWA-FLA-EIS-YR-##-D
Florida Department of Transportation
Office of Environmental Management

ADMINISTRATIVE ACTION DRAFT ENVIRONMENTAL IMPACT STATEMENT/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

XXXXXXXXXXXXXXXXXXXXX *(One paragraph abstract of the project)* XXXXXXXXXXXXXXXXXXXXX

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 intends to issue a combined Final Environmental Impact Statement and Record of Decision document pursuant to Title 23 U.S.C. § 139.

Submitted pursuant to 42 U.S.C. § 4332(2)(c) and 49 U.S.C. § 303.

____ / ____ / ____
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

Comments must be received by the District contact person

By: ____ (date) _____

Supplemental Draft Environmental Impact Statement Sample Cover Page

FHWA-FLA-EIS-YR-##-DS
Florida Department of Transportation
Office of Environmental Management

ADMINISTRATIVE ACTION SUPPLEMENTAL DRAFT ENVIRONMENTAL IMPACT STATEMENT

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

XXXXXXXXXXXXXXXXXXXXX *(One paragraph abstract of the project)* XXXXXXXXXXXXXXXXXXXXX

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 intends to issue a combined Final Environmental Impact Statement and Record of Decision document pursuant to Title 23 U.S.C. § 139.

Submitted pursuant to 42 U.S.C. § 4332(2)(c).

____ / ____ / ____
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

Comments must be received by the District contact person

By: _____ (date) _____

Sample List of Preparers Appendix

LIST OF PREPARERS APPENDIX FLORIDA DEPARTMENT OF TRANSPORTATION

Mr./Ms. (<i>Name</i>) Transportation Policy Analyst	B.S. degree in Geography and ____ years experience in environmental analysis and environmental document preparation.
Mr./Ms. (<i>Name</i>) Archaeologist	M.S. degree in Anthropology and ____ years experience in site surveys, analysis and documentation.
Mr./Ms. (<i>Name</i>) Historian	M.S. degree in History and ____ years experience in site surveys, analysis and documentation.
Mr./Ms. (<i>Name</i>) Air Quality	B.S. degree in Public Air Quality Health with ____ years experience in environmental and air quality analysis and environmental document preparation.
Mr./Ms. (<i>Name</i>) Noise	M.S. in Environmental Science with ____ years experience in environmental analysis and environmental document preparation.
Mr./Ms. (<i>Name</i>) Natural Resources Administrator	M.S. degree in Systems Ecology with ____ years experience in environmental analysis and environmental document preparation.

(CONSULTING FIRM)

Mr./Ms. (<i>Name</i>)	B.S. Degree in
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Appendix Layout

Appendix A- Comments and Coordination

A-1- Summary of the Environmental Scoping Process

A-2- Agency Coordination and Consultation

A-3- Public Meeting/Workshop(s)

A-4- Other Coordination (*included only when needed*)

Appendix B- List of Preparers

Appendix C- Notice of Intent Federal Register Notice

Appendix D- Community Effects

Appendix E- Cultural

Appendix F- Natural

Appendix G- Physical

Sample Transmittal Letter for Draft Environmental Impact Statement Distribution

(DATE)

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

Subject: Draft Environmental Impact Statement
(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 Draft Environmental Impact Statement (DEIS) which has been approved for public availability. 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 review period for this document closes 45 days from posting on the Federal Register (*insert link to Federal Register posting*).

Sincerely,

District Environmental Office

Enclosures
cc: OEM / without enclosure