

GUIDANCE FOR PART 1, CHAPTER 9

May 2026

This document provides guidance for preparation of a Final Environmental Impact Statement (FEIS), including sample Record of Decision, cover pages, and transmittal letters.

[Final Environmental Impact Statement/Record of Decision Sample Cover Page](#)

[Final Environmental Impact Statement/Record of Decision/Section 4\(f\) Approval Sample Cover Page](#)

[Final Environmental Impact Statement/Record of Decision/Section 4\(f\) *de minimis* Approval Sample Cover Page](#)

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

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

[Final Environmental Impact Statement/Section 4\(f\) *de minimis* Approval Sample Cover Page](#)

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

[Record of Decision Sample Cover Page](#)

[Sample Record of Decision](#)

[Sample Transmittal Letter for FEIS Distribution](#)

Final Environmental Impact Statement/Record of Decision Sample Cover Page

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

ADMINISTRATIVE ACTION

FINAL ENVIRONMENTAL IMPACT STATEMENT/RECORD OF DECISION

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

XXXXXXXXXXXXXXXXXX *(One paragraph abstract of the project)* XXXXXXXXXXXXXXXXXXXX

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 Final Environmental Impact Statement (FEIS) has been prepared in accordance with the timelines and page limits set forth in 23 CFR § 771.138 and USDOT Order 5610.1D.

Based upon the information presented in the FEIS and the supporting technical documents, and consideration of all the social, economic, and environmental evaluations contained in the FEIS, with the input received from other agencies, organizations, and the public; the FDOT has determined that the FEIS preferred alternative (____), is hereby the selected alternative. It is the decision of the FDOT to adopt the selected alternative for this project, and grant Location and Design Concept Acceptance.

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

Final Environmental Impact Statement/Record of Decision/Section 4(f) Approval Sample Cover Page

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

ADMINISTRATIVE ACTION

FINAL ENVIRONMENTAL IMPACT STATEMENT/RECORD OF DECISION SECTION 4(f) APPROVAL

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

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FDOT certifies that this Final Environmental Impact Statement (FEIS) has been prepared in accordance with the timelines and page limits set forth in 23 CFR § 771.138 and USDOT Order 5610.1D.

Based upon considerations herein, it is determined that there is no feasible and prudent alternative to the use of land from the *(name of Section 4(f) property)*, contributing resources to the *(name of Section 4(f) property)* and that the proposed action includes all possible planning to minimize harm to the Section 4(f) property resulting from such use.

Based upon the information presented in the FEIS and the supporting technical documents, and consideration of all the social, economic, and environmental evaluations contained in the FEIS, with the input received from other agencies, organizations, and the public; the FDOT has determined that the FEIS preferred alternative (____), is hereby the selected alternative. It is the decision of the FDOT to adopt the selected alternative for this project, and grant Location and Design Concept Acceptance.

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

____ / ____ / ____
Date

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Final Environmental Impact Statement/Record of Decision/Section 4(f) *de minimis* Approval Sample Cover Page

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

ADMINISTRATIVE ACTION

FINAL ENVIRONMENTAL IMPACT STATEMENT/RECORD OF DECISION SECTION 4(f) *de minimis* APPROVAL

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

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Final Environmental Impact Statement Sample Cover Page

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

ADMINISTRATIVE ACTION FINAL 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

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Email address

Comments must be received by the District contact person

By: _____(date)_____

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

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

ADMINISTRATIVE ACTION FINAL ENVIRONMENTAL IMPACT STATEMENT/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

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FDOT certifies that this Final Environmental Impact Statement (FEIS) 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 to 42 U.S.C. § 4332(2)(c) and 49 U.S.C. § 303.

____ / ____ / ____
Date

Director, Office of Environmental Management
Florida Department of Transportation

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Comments must be received by the District contact person

By: _____(date)_____

Final Environmental Impact Statement/Section 4(f) *de minimis* Approval Sample Cover Page

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

ADMINISTRATIVE ACTION FINAL ENVIRONMENTAL IMPACT STATEMENT/SECTION 4(f) *de minimis* APPROVAL

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

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

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Phone: (xxx) xxx-xxxx
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Comments must be received by the District contact person

By: _____(date)_____

Final Supplemental Environmental Impact Statement Sample Cover Page

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

ADMINISTRATIVE ACTION FINAL SUPPLEMENTAL 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 certifies that this Final Supplemental Environmental Impact Statement 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 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
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Comments must be received by the District contact person

By: _____(date)_____

Record of Decision Sample Cover Page

ADMINISTRATIVE ACTION

RECORD OF DECISION

for FHWA-FLA-EIS-YR-##-F

FLORIDA DEPARTMENT OF TRANSPORTATION

Financial Management Number: xxxxx-xxxx

Federal Project Number: xxx-xxx-x(xx)

FDOT Efficient Transportation Decision Making Number: xxxxx

Route, Limits, County, Florida

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.

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Date

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605 Suwannee Street, MS 37

Tallahassee, Florida 32399

Phone: (xxx) xxx-xxxx

Email address

Sample Record of Decision

Record of Decision

Name of Project

State Road No.: _____
Financial Management No.: _____
Federal Aid Project No.: _____
County: _____
Description: _____

This is the Record of Decision (ROD) for the above referenced project proposed by the Florida Department of Transportation (FDOT) and further identified in the _____ Long Range Transportation Plan (LRTP), as adopted. The purpose and need for this project includes _____. This ROD is for the _____ Environmental Impact Statement (EIS) which is hereby incorporated by reference (*or attached*).

Decision

The FDOT in accordance with the National Environmental Policy Act (NEPA) and associated laws, regulations, and orders, proposes the construction of _____. The selected alternative is _____. The _____ mile project will begin at _____ and will connect with _____. The location map for the selected alternative can be viewed on page _ of this ROD.

Background

Public Information meetings were held on _____
The public hearing was held on _____

Alternatives

All alternatives, including the No-Action, were evaluated. A detailed discussion of the alternatives considered is included in the referenced EIS.

No-Action (No-Build) Alternative

The No-Action alternative was evaluated as a possible alternative to the proposed project...

Transportation System Management and Operations Alternative

Transportation System Management and Operations (TSM&O) alternatives were evaluated as a possible alternative...

Build Alternatives

Selected Alternative

Section 4(f) (*If applicable*)

Major Issues Considered

Measures to Minimize Harm

This project incorporates all practical measures to avoid or minimize environmental harm. Although some impacts will occur, every effort will be made to minimize impacts through the institution of feasible measures applicable to each situation. Specific commitments have been made regarding...

Monitoring Program (If applicable)

The FDOT District _____ has made commitments to advance the project. These commitments are tracked in accordance with FDOT's Project Commitment Tracking Procedure, Topic No. 650-000-003.

Through the Re-evaluation process the project is kept current, commitments are updated, permits are identified, and project changes are addressed. Required permits may include conditions for mitigation for impacts, monitoring and compliance measures.

Comments on Final Environmental Impact Statement (*Not for FEIS/ROD documents*)

The FEIS notice of availability was published in the Federal Register on _____, with a request that comments be postmarked by _____. The FDOT has taken into consideration all pertinent correspondence, documents, and technical reports postmarked through _____.

Summary of Comments and Responses Concerning the FEIS

Include a matrix addressing comments

Sample Transmittal Letter for FEIS Distribution

(DATE)

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

Subject: Final 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 Final Environmental Impact Statement 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 review period for this document closes 30 days from posting on the Federal Register (*insert link to Federal Register posting*).

Sincerely,

District Environmental Office

Enclosures

cc: OEM / without enclosure