

**DEPARTMENT OF TRANSPORTATION**

**DISTRICT FOUR**

**LOCAL AGENCY PROGRAM  
TRAINING**

**November 10, 2011**



# INTRODUCTION

**This tutorial will focus on required analysis and documentation for minor projects or the specific actions that qualify as a Type 1 or Programmatic Categorical Exclusion.**

**These specific actions are listed in Part 1, Chapter 2 of the PD&E Manual.**

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**A local Government must be Local Agency Program (LAP) Certified in order to participate and prepare the required documentation on the Florida Department of Transportation's (FDOT) behalf.**

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The LAP Program does NOT eliminate any National Environmental Policy Act (NEPA) procedures.

The FDOT Project Development and Environment (PD&E) Manual explains the NEPA process as it applies to transportation projects. See the Data Sources Tab for the link to the manual.

The FDOT has responsibility to ensure that your project complies with NEPA.

Federal funds will NOT be released until the FDOT certifies to FHWA that the appropriate documentation is complete and that activities qualify as a Type 1 or Programmatic Categorical Exclusion (PCE).





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**Examples of Type 1 level projects are: bicycle and pedestrian facilities, landscaping, utility installations, etc.**

**Examples of PCE level projects are: transportation enhancement projects, bridge replacement in same location, roadway resurfacing, adding or lengthening turn lanes, etc.**

**If the project is adding capacity (additional through travel lanes) to the facility, then a PD&E Study will be required. The local government must be LAP certified to prepare the required documentation if federal funds are programmed for the project (i.e. Type 2, EA/FONSI, EIS).**

**This tutorial is for Type 1 or PCE level projects and does not apply to capacity projects.**



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## FOUR STEPS:

1. Conduct data collection, field reviews, necessary coordination, and documentation. Use the LAP Environmental Desktop and Field Review Checklist while completing the data collection and field review.
2. Complete the Transmittal Memo (Backup Memorandum) with location map to document the data collection, field reviews, and coordination that was completed in order to support the determination that the project can be processed as a minor transportation improvement.
3. Complete the Type 1 or Programmatic Categorical Exclusion checklist. The explanations for each item is explained in the PCE check list with instructions.
4. Meet with FDOT LAP Coordinator and District Environmental Administrator to review Type 1 or Programmatic Categorical Exclusion checklist. FDOT Environmental Administrator will concur with the Type 1 or PCE checklist if no further NEPA actions are necessary or identify additional NEPA activities that need to be addressed before the EA can concur.



# GENERAL INSTRUCTIONS FOR COMPLETING THE TYPE 1 OR PROGRAMMATIC CATEGORICAL EXCLUSION CHECKLIST

## IMPORTANT:

If the answer to any of the questions is yes, then a Type 1 or Programmatic Categorical Exclusion does not apply and further coordination with FDOT is required to determine the necessary level of environmental documentation.

Complete the blank form for submittal to FDOT.

THE FDOT PD&E Manual can be accessed at the following web address:  
[www.dot.state.fl.us/emo/pubs/pdeman/pdeman1.shtm](http://www.dot.state.fl.us/emo/pubs/pdeman/pdeman1.shtm)

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**Will the project cause significant adverse impacts to local traffic patterns, property access, or community cohesiveness, or planned community growth or land use patterns?**

**State the type of impact that the project will have and if it is positive or minor, if impacts are permanent versus temporary, and whether or not the project will impact, improve, or not affect the community. On the State Road System you are required to have a signed typical section and an approved access management plan. Review Maintenance of Traffic (MOT) plans to determine if there are any short term impacts to local traffic patterns and document this in the memorandum.**





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**Will the project cause significant adverse impacts to air, noise, and water?**

If you are required to get a permit from SFWMD/SJRWM for drainage improvements, please submit a copy of permit as back-up. This will address the water quality issue. There should only be temporary noise and air quality impacts from the construction activities. If the project causes a horizontal alteration that halves the distance between the traffic noise source (i.e., roadway) and the closest receptor (e.g., residence, recreational parks, etc.) or if the project causes a vertical alteration that removes shielding thus exposing the line-of-sight between a receptor and traffic noise source, then you will need to coordinate with FDOT. This change will require noise analysis and a Noise Study Report as per Title 23, Code of Federal Regulations Part 772 following noise analysis procedures documented in Part 2, Chapter 17 of the PD&E Manual and may require noise abatement.



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**Will the project cause significant adverse impacts to wetlands?**

**Provide correspondence with permitting agencies that your project meets this criterion. Include permit and mitigation if wetlands are impacted.**

**\* In order to go to construction, this information will need to be submitted.**



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**Will the project cause significant adverse impact to navigation?**

**If you are crossing a navigable waterway, contact the US Coast Guard (USCG) to determine whether a USCG permit is necessary. Provide coordination documentation on this issue (i.e. phone log or copy of e-mail). If the project involves bridge renovations or bridge replacement, you MUST go to the USCG website, complete the Bridge Project Questionnaire, and submit it to both USCG and FDOT.**

**To access the Bridge Project Questionnaire go to the following site and select the link to the form.  
<http://www.uscg.mil/d7/d7dpb/links.asp>**



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**Will the project cause significant adverse impact to floodplains in accordance with Part 2, Chapter 24?**

**Refer to the Flood Insurance Rate Maps (FIRM) and provide documentation, if applicable.**

**(<http://msc.fema.gov/>)**





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**Will the project cause significant adverse impact to endangered and threatened species or their critical habitats?**

Gather endangered and/or threatened species occurrence information through agency approved GIS databases. See sources links under the Data Sources Tab at left (includes specific fact sheets for species). The information should be verified in the field. Once all information is obtained, it needs to be submitted to FDOT. They will generate any necessary correspondence to be submitted to the US Fish and Wildlife Service (USFWS), National Marine Fisheries Service (NMFS), and Florida Fish and Wildlife Conservation Commission (FFWCC) based upon the information submitted. This correspondence and any clearances **MUST** be completed prior to approval of the checklist.



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**Will the project require acquisition of a significant amount of right of way?**

**You need to include specifics on the amount of right of way acquisition necessary for the project, and the FDOT/FHWA will need to make a final determination on whether the right of way impacts are significant. This information should be coordinated with the FDOT LAP Coordinator prior to the submittal of this checklist for approval. Right of way acquisition must be conducted as per the Federal Regulations and coordination with FDOT right of way office.**



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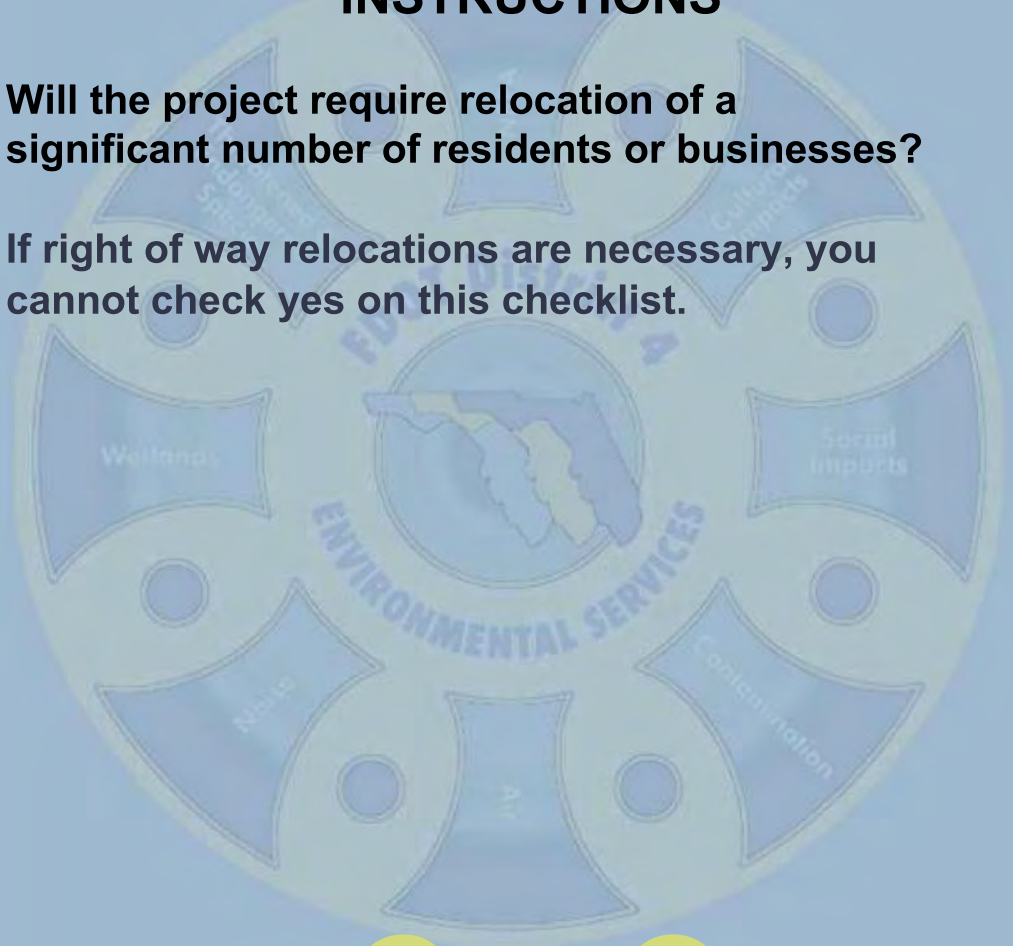
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**Will the project require relocation of a significant number of residents or businesses?**

**If right of way relocations are necessary, you cannot check yes on this checklist.**



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Are there any properties protected under Section 4 (f) of the US Department of Transportation Act within the limits that will require a Section 4 (f) Evaluation in accordance with Part 2, Chapter 13?

Please provide location maps showing the project limits that identify adjacent public lands and/or historic sites per Part 2, Chapter 13 of the PD&E Manual. These properties (i.e. public parks, recreation areas, waterfowl/wildlife refuges, conservation areas or eligible NRHP listed sites, etc.) cannot be taken or used for transportation purposes, in any way unless a determination that Section 4 (f) does not apply has been made by FHWA. If there is a site in question, it must be coordinated with the FDOT prior to submittal of this checklist for approval. The FDOT will coordinate with FHWA. The project may require the preparation of Section 4(f) documentation in accordance with Part 2, Chapter 13. The Section 4(f) documentation will have to be reviewed by FHWA.





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Are there any properties protected under Section 106 of the National Historic Preservation Act within the project limits, and if so, will the project have significant impact on any of those properties? Projects that may involve historic properties must meet the requirements for consultation with the SHPO (or THPO as appropriate) as outlined in Part 2, Chapter 12 of this manual.

A review of the National Register of Historic Places as well as State Historic Preservation Office (SHPO) Florida Master Site File will determine if there are any listed or eligible for listing historic and/or archeological sites within or adjacent to the proposed work that may be impacted by the project.

The project may require the preparation of cultural resource documentation in accordance with Part 2, Chapter 12 of the PD&E Manual.



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If any sites are identified, coordination with the District Environmental Administrator **MUST** occur for a determination of how to proceed.

The required documentation and coordination with the SHPO **MUST** be through the District to FHWA. FHWA will forward to the SHPO.

A letter from the SHPO stating that the proposed work will have "no affect" or "no adverse affect" on these sites will be issued.

This letter is required prior to the Type 1 or PCE Checklist submittal for approval.



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**Will the project have a significant involvement with Contamination?**

For roadways on the State System, the FDOT is responsible for properly handling any contaminated materials as needed within the FDOT right of way. Therefore, if construction activities will take place (i.e. utilities, drainage improvements, dewatering, mast arm installation, etc.) near a potentially contaminated property (i.e. gas station, agricultural operation), file reviews are required to further investigate this site. Groundwater and/or soil testing may be warranted. If potential contamination is located in your project, it is your responsibility to conduct a Level I & II Assessment in coordination with FDOT. Results will be reviewed by FDOT. Refer to Part 2, Chapter 22 of the PD&E Manual for further guidance. If there is a superfund site (under CERCLA) located in the area of the project, then you cannot qualify this project as a PCE/Type I. See the Contamination checklist under the Data Sources Tab.





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**Will the project require a public hearing or an opportunity for a public hearing?**

No public hearing or opportunity for public hearing is required for Type 1 or Programmatic Categorical Exclusion projects (Part 1, Chapter 11).

Public support for the project is needed and should be documented and summarized in the memo.

Examples of activities to gain public support include, but are not limited to: notice to adjacent property owners, informational releases to local newspapers and radio stations, project informational meetings, etc.

However, if community concerns exist that cannot be adequately addressed or there is a potential for significant environmental impacts, then the project cannot qualify as Type 1 or Programmatic Categorical Exclusion.





# COMPLETE THE TYPE 1 OR PCE CHECKLIST

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## TYPE 1 OR PROGRAMMATIC CATEGORICAL EXCLUSION CHECKLIST

Financial Project ID \_\_\_\_\_ FAP No. \_\_\_\_\_  
State Road No. \_\_\_\_\_  
County \_\_\_\_\_  
Project Description: \_\_\_\_\_

	YES	NO
Will the project cause significant adverse impacts to local traffic patterns, property access, or community cohesiveness, or planned community growth or land use patterns?	___	___
Will the project cause significant adverse impacts to air, noise and water?	___	___
Will the project cause significant adverse impacts to wetlands?	___	___
Will the project cause significant adverse impacts to navigation?	___	___
Will the project cause significant impacts to floodplains in accordance with Part 2, Chapter 24?	___	___
Will the project cause significant impacts to endangered and threatened species or their critical habitats?	___	___
Will the project require acquisition of significant amount of right-of-way?	___	___
Will the project require relocation of a significant number of residents or businesses?	___	___
Are there any properties protected under Section 4(f) of the U.S. Department of Transportation Act within the project limits that will require a Section 4(f) Evaluation in accordance with Part 2, Chapter 13?	___	___
Are there any properties protected under Section 106 of the National Historic Preservation Act within the project limits, and if there are, will the project have a significant impact on any of those properties? Projects that may involve historic properties must meet the requirements for consultation with the SHPO (or THPO as appropriate) as outlined in Part 2, Chapter 12 of this manual.	___	___
Will the project have a significant involvement with contamination?	___	___
Will the project require a public hearing or an opportunity for a public hearing?	___	___

**IMPORTANT** If the answer to any of these questions is **Yes**, then a Type 1 or Programmatic Categorical exclusion does not apply, and additional coordination with the FHWA Transportation Engineer is required to determine the necessary level of environmental documentation.



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The submittal package should be complete for the 1st submittal.

The submittal package for the 2nd submittal should have all review comments addressed from the 1st submittal package review.

Environmental Certification will not be issued until the package is complete.



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**What does it include?**

- 1. Transmittal Memorandum (Backup Memorandum)**
- 2. Completed Type 1 or Programmatic Checklist (use blank one)**
- 3. Location Map**
- 4. Complete LAP Field Review Checklist**
- 5. Agency Concurrence Letters**
- 6. Environmental General Note(s), if required**

During the meeting with the FDOT LAP Coordinator, and FDOT Environmental Administrator, additional NEPA requirements, if needed, will be identified. These requirements may include SHPO concurrence if historic or archeological sites are involved; USFWS coordination because of the presence of listed species or critical habitat in the project area; or coordination with FHWA regarding section 4(f) resources.



# COMPLETING THE SUBMITTAL PACKAGE

**Note:** The package is not complete until all information is obtained and all coordination is completed for potential impacts.

The package needs to be completed prior to meeting with the FDOT LAP Coordinator and FDOT Environmental Administrator.

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# QUESTIONS

For questions please contact:

**Ellen Daniel, PE**  
**FDOT District Four**  
**Local Program Engineer**  
email: [ellen.daniel@dot.state.fl.us](mailto:ellen.daniel@dot.state.fl.us)  
phone: (954) 777- 4408

**Ann Broadwell**  
**FDOT District Four**  
**Environmental Administrator**  
email: [ann.broadwell@dot.state.fl.us](mailto:ann.broadwell@dot.state.fl.us)

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LAP Field Review Checklist

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