

# ADOT Local Government/Transportation Enhancement/Scenic Byways/Safe Routes to Schools Environmental Process

Environmental Guidance and Documents are available at the  
EPG's Local Government Web Page at:

[http://www.adotenvironmental.com/highways/EPG/EPG\\_common/local\\_government.asp](http://www.adotenvironmental.com/highways/EPG/EPG_common/local_government.asp)

- 1) Submit [Project Data Sheet](#) (PDS), Initial Scoping Letter, Project Assessment (PA) or Design Concept Report (DCR) to ADOT Project Manager (PM) and/or NEPA Planner, depending on PM preference

— *Circulated by ADOT PM to the NEPA Planner at ADOT Environmental Planning Group (EPG)*

- Reviewed by NEPA Planner to evaluate level of environmental investigation needed for the project
- NEPA Planner routes it to ADOT Historic Preservation Team (HPT) to begin early consultation with the State Historic Preservation Office (SHPO)

- 2) Complete Public & Agency Scoping ~ please use [Categorical Exclusion Scoping Guidance](#)

— *Public Scoping*

- Include adjacent land owners & community groups
- Include 4(f) properties in project area (Parks, public school playgrounds, historic districts, etc.)
- Detour Route, if applicable

— *Agency Scoping*

- All landowners, including Federal & State Agencies (USCOE, USFWS, AGFD, etc.) within the proposed project area
- Other landowners and communities (Tribes, Flood Control District, etc.) adjacent to the proposed project area

- Other offices/divisions within your community (Parks, Utilities, Historic Preservation, etc.) that may have an interest in the proposed project

3) **Submit Technical Reports (As determined by #1 above) to ADOT EPG for review and approval - this can be done concurrently with #2**

- *Biological Report* -Guidance on biology documentation and a description of qualifications to prepare biological documentation can be found at [http://www.adotenvironmental.com/highways/EPG/EPG\\_common/biologicalevaluations.asp](http://www.adotenvironmental.com/highways/EPG/EPG_common/biologicalevaluations.asp)
  - [ADOT Urban Project BE Form, Biological Review](#) or [Biological Evaluation](#)
  - Determination of affect will be approved by ADOT/FHWA
- *Hazardous Materials Site Assessment* - Guidance on Hazardous Materials Documentation and a description of qualifications to prepare hazardous materials documentation can be found at [http://www.adotenvironmental.com/highways/EPG/EPG\\_common/hazmatguidance.asp](http://www.adotenvironmental.com/highways/EPG/EPG_common/hazmatguidance.asp)
  - [Preliminary Initial Site Assessment](#) or Phase I Site Assessment
  - If any modification to load-bearing structures is part of the project, then asbestos testing will be required, along with corresponding [NESHAP Notification](#) and abatement requirements if necessary.
  - If any lead-based paint (LBP) will be obliterated as part of the project, then lead-based paint testing will be required, along with any abatement requirements if necessary.
  - Hazardous Materials Documents are valid for 180 days from date of completion. If the document is over 180 days, the ADOT NEPA planner must be contacted to determine if additional assessment is necessary.

- **Cultural Resources Report** - guidance on cultural resources documentation can be found at [http://www.adotenvironmental.com/highways/EPG/EPG\\_common/culturalresources.asp](http://www.adotenvironmental.com/highways/EPG/EPG_common/culturalresources.asp)
    - Qualified cultural resource person submits 1 hard copy (and an electronic version) of records Search/Cultural Resources Survey (if no previous research or survey exists). Once adequacy of report is approved by ADOT HPT more copies (if necessary) will be requested.
      - ADOT/FHWA will consult with SHPO (and other consulting parties as appropriate), or
      - Consultation by ADOT/FHWA and proceeds under a Memorandum of Agreement (MOA) with SHPO concurrence
  - **Other Project Specific Technical Reports** (including but not limited to):
    - Noise Study
    - Air Quality Study
    - Cultural Monitoring and/or Data Collection Reports
    - Section 4(f) Evaluation
    - Phase II Hazardous Material Report
    - 404 Jurisdictional Delineation / 401 Certification
- 4) Submit Draft **Categorical Exclusion Checklist** (CE Checklist) - to be submitted after #1, #2, and #3 have been completed unless otherwise approved by ADOT EPG
- Includes Draft EPG **Clearance Memorandum** completed with appropriate project information filled out
  - CE Checklist and Clearance Memorandum prepared according to current guidelines at [http://www.adotenvironmental.com/highways/EPG/EPG\\_common/ceguidelines.asp](http://www.adotenvironmental.com/highways/EPG/EPG_common/ceguidelines.asp)
  - Reviewed and Signed by Community Sponsor (LG Project Manager)

— *Includes all Attachments*

- Public involvement materials
- Agency scoping and consultation response letters
- Other applicable attachments (404 permits, detour maps, etc.)

— *ADOT Review*

- By NEPA Planner and Technical Reviewers for complete review
- Comments and further instructions are returned to community and their consultant

**5) Second/Final CE Checklist Submittal**

— *ADOT NEPA Planner Review*

- Verifies all edits addressed
- Sends for final review by NEPA Planner III
- Requests electronic copy of ADOT clearance memo
- Obtains approval and circulates final environmental document to project team