IPD Stage 3UT1 – Utilities Unit QC Checklist

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| **SPOT ID/Project TIP #:** | Click to edit. |
| **County:** | Click to edit. |

3UT1 – Utilities Environmental Permit Plans and Narrative

| **Item #** | **Review Item** | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- | --- |
|  | **Narrative** | | | |
|  | Narrative includes a brief description of all proposed utilities. |  |  |  |
|  | For each utility, narrative describes briefly describes impacts, explains why impacts could not be avoided, and explains measures taken to minimize impacts. If Impacts were avoided, describe measures taken to avoid impacts. |  |  |  |
|  | Is the narrative consistent with the plans? |  |  |  |
|  | All utilities were addressed in the narrative. |  |  |  |
|  | **Wetland Impacts Plans** | | | |
|  | There are no environmental impacts and the project is not in a CAMA County. |  |  |  |
|  | --OR-- |  |  |  |
|  | Plans are labeled as Utilities Environmental Permit Plans. |  |  |  |
|  | All project information is correct. |  |  |  |
|  | All existing and proposed utilities are shown on the plans. |  |  |  |
|  | All reference files and levels required for utilities plans are shown on the plans. |  |  |  |
|  | The plans use the most recent wetland file with all required levels displayed. |  |  |  |
|  | All impacts to environmentally sensitive areas are shown using the appropriate line styles, with impacts permitted in the hydro permit plans removed if those impacts are equal or more severe. |  |  |  |
|  | Hand clearing of the appropriate width is shown for overhead lines unless other construction causes more severe impact. |  |  |  |
|  | Impact sites are sequentially numbered. |  |  |  |
|  | Each plan sheet is provided once with and once without contours. |  |  |  |
|  | Proposed utilities are labeled with owner, and method of construction if needed to describe impacts or show how impacts are minimized or avoided. |  |  |  |
|  | Labeling that is not needed for environmental review is removed. |  |  |  |
|  | All trenchless bore pits are shown with dimensions. Beginning and end of trenchless installations denoted. |  |  |  |
|  | Profiles are included for all trenchless installations under wetlands or streams, for all underground and aerial construction in CAMA wetlands, and for all Coast Guard permitted waterways. |  |  |  |
|  | Aerial profiles are included for lines over navigable rivers and streams or over CAMA wetlands. Aerial profiles show attachment height, minimum height of sag, and height over center of waterway. |  |  |  |
|  | Wetland, stream, and buffer zone boundaries are denoted on profiles. |  |  |  |
|  | Legends are included for impact types on plans. |  |  |  |
|  | Hand clearing has been included for overhead lines in wetlands. |  |  |  |
|  | **Buffer Impacts Plans** | | | |
|  | No buffer zone permit plans are required. |  |  |  |
|  | --OR-- |  |  |  |
|  | Plans are labeled as Utilities Buffer Zone Plans. |  |  |  |
|  | All project information is correct. |  |  |  |
|  | All existing and proposed utilities are shown on the plans. |  |  |  |
|  | All reference files and levels required for utilities plans are shown on the plans. |  |  |  |
|  | The plans use the most recent wetland file with all required levels displayed. |  |  |  |
|  | All impacts to buffer zones are shown using the appropriate line styles, with impacts permitted in the hydro permit plans removed if those impacts are equal or more severe. |  |  |  |
|  | Hand clearing of the appropriate width is shown for overhead lines unless other construction causes more severe impact. |  |  |  |
|  | Impact sites are sequentially numbered. |  |  |  |
|  | Each plan sheet is provided once with and once without contours. |  |  |  |
|  | Proposed utilities are labeled with owner, and method of construction if needed to describe impacts or shown how impacts are avoided. |  |  |  |
|  | Labeling that is not needed for environmental review is removed. |  |  |  |
|  | All trenchless bore pits are shown with dimensions. Beginning and end of trenchless installations denoted. |  |  |  |
|  | All impacts in buffer zone 1 are at least 10 feet from the top of bank. |  |  |  |
|  | All impacts in buffer zones are minimized. |  |  |  |
|  | Legends are included for impact types on plans. |  |  |  |
|  | Hand clearing has been included for overhead lines in buffe zones. |  |  |  |
|  | **Wetlands Impacts Summary Sheet** | | | |
|  | No Utilities Environmental Permit Plans are required. |  |  |  |
|  | --OR-- |  |  |  |
|  | Impacts listed by site. |  |  |  |
|  | All required columns are filled out correctly. |  |  |  |
|  | Wetland impacts and surface water impacts are both reported in the appropriate columns with the appropriate units. |  |  |  |
|  | Project data is included and correct. |  |  |  |
|  | Pole impact data is included in acres, as appropriate. |  |  |  |
|  | Impact totals are correct. |  |  |  |
|  | **Buffer Impacts Summary Sheet** | | | |
|  | No Utilities Buffer Zone Permit Plans are required. |  |  |  |
|  | --OR-- |  |  |  |
|  | Buffer impacts are listed by site in square feet. |  |  |  |
|  | All required columns are filled out correctly. |  |  |  |
|  | Project data is included and correct. |  |  |  |
|  | Impact totals are correct. |  |  |  |
|  | **Deliverables** | | | |
|  | QC approves narrative and submits to Utilities Lead for review. |  |  |  |
|  | QC approves Utilities Environmental Permit Plans and submits to Utilities Lead for review. |  |  |  |
|  | The utilities permit plan package includes: |  |  |  |
|  | Utilities Environmental Permit Plans |  |  |  |
|  | Utilities Buffer Zone Permit Plans |  |  |  |
|  | Wetland Impacts Summary |  |  |  |
|  | Buffer Impacts Summary |  |  |  |
|  | Coordinator QC Certification has been completed. |  |  |  |

*For items marked* ***No*** *that require further explanation, provide comments or action items in the table below.*

| **Item #** | **Comments and Action Items** |
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| Click to edit. | Click to edit. |

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| ***This checklist may not be comprehensive to every project. All items may not be applicable for smaller projects. It is the responsibility of the reviewer to ensure that an adequate review is performed.*** | | | |
| **QC Reviewer Name:** | | Click to edit. | **Date:** | Click to edit. |
| **QC Reviewer (Signature):** | |  |  |  |