



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE  
GOVERNOR

**ROADWAY DESIGN U**

APR 15 2009

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<input checked="" type="checkbox"/> M. COVERING	<input checked="" type="checkbox"/> D. TAYLOR	<input checked="" type="checkbox"/> GOODWIN
<input checked="" type="checkbox"/> J. MOORE	<input checked="" type="checkbox"/> C. HARRIS	<input checked="" type="checkbox"/> SPEER
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EUGENE A. CONTI, JR.		
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REMEMBER TO DISCUSS WITH		

CC: *[Handwritten initials]*

March 30, 2009

MEMORANDUM TO: Philip S. Harris, III, PE, CPM, Natural Environment Unit  
Jay A. Bennett, PE, Roadway Design Unit  
D. R. Henderson, PE, Hydraulics Unit  
Charles W. Brown, PLS, PE, Location and Surveys  
Rob Allen, PE, Photogrammetry

FROM: Gregory J. Thorpe, PhD, Manager *[Signature]*  
Project Development & Environmental Analysis Branch  
Art McMillan, PE, Manager *[Signature]*  
Highway Design Branch

SUBJECT: Incorporation of NEU Wetland File in Final Roadway Plans

On September 9, 2008, a meeting was held between the Roadway Design Unit (RDU) and the Natural Environment Unit (NEU) to discuss procedures for referencing wetland files into Roadway Plans. An additional meeting was held on October 10, 2008 to discuss the topic further.

Per the previous memo dated February 2, 2007, NEU will map jurisdictional streams and wetlands when preparing the Natural Resources Technical Report (NRTR). Upon receipt of the final wetland file and NRTR, the NEU will post these files on the TIP Server under PDEA/Mapping/CADD and PDEA/NEU Project Management/Documents, respectively. For non-bridge projects, the wetland file will be posted 4 months after receipt of the complete Environmental Input Request (EIR) from Project Development. For bridge projects, the wetland file and NRTR will be posted simultaneously, generally 1 year after receipt of the complete EIR.

RDU will use the mapping provided in the wetland file during preliminary design. Location and Surveys (L&S) will use the wetland file as a reference to ensure all jurisdictional streams and wetlands are shown in the planimetric file for the Right of Way plans.

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The following procedures shall be implemented immediately on all projects:

- NEU will leave on all levels of the wetland file. Once the wetland file has been finalized, the NEU Project Manager will email Jay Bennett, RDU; David Chang, Hydraulics Unit; Dale Burton, L&S; David Harris, Roadside Environmental Unit (REU); and the PDEA Planning Engineer to let them know the wetland file has been placed on the TIP Server. There will be one wetland file for each project including all streams and wetlands.. If a RDU Project Engineer has multiple wetland files for one project, the RDU Project Engineer shall contact the NEU Project Manager and request the files to be merged into one file.
- RDU will modify their design script to only plot the following levels for final plans:  
Exist Hydro Swamp or Marsh  
Exist Environmental Wetland Boundary  
Exist Environmental Endangered Plant Boundary  
Exist Environmental Endangered Animal Boundary
- When RDU sends the "To Locations" (TLOC) letter to L&S requesting surveys, the RDU will cc the NEU, attaching the Scope of Work and map. (Generally, 4 years prior to Let for non-Bridge projects). NEU will review the study area for consistency with the study area covered by the NRTR and existing wetland file. If the TLOC map indicates an area outside of the NRTR project study, the NEU will make a site visit to investigate the new area for jurisdictional features, update the wetland file (if necessary), and alert RDU, Hydraulics, L&S, and PDEA of the updated wetland file on the TIP Server.
- When RDU sends roadway design plans to Hydraulics for 25% plan review (vertical and horizontal) and to NEU for streams/wetlands review, the NEU Project Manager will verify that all jurisdictional streams and/or wetlands are identified on the plan sheets that were shown in the wetland file. If the NEU Project Manager determines the wetland file needs to be revised or that features were not accurately transferred from the wetland file to the plans, they will email the RDU Project Engineer and copy the Hydraulics Project Engineer. The RDU Project Engineer will then request L&S to revise the planimetric file. Once L&S completes the revisions, the RDU Project Engineer will forward them to Hydraulics and notify the NEU Project Manager.
- When RDU sends the "To Hydro" (THYD) letter to Hydraulics requesting hydraulic design, the RDU will cc the NEU, attaching the plans. (Generally, 2 ½ years prior to Let for non-Bridge projects). NEU will review the study area for consistency with the study area covered by the existing wetland file. If the THYD plans indicate an area outside of the NRTR project study, the NEU will make a site visit to investigate the new area for jurisdictional features, update the wetland file (if necessary), and alert RDU, Hydraulics, L&S, REU, and PDEA of the updated wetland file on the TIP Server.

- During the hydraulic design stage, if the Hydraulics design engineer discovers a questionable stream and/or wetland or has questions about the wetland file, the Hydraulics Project Engineer will notify the NEU Project Manager of the area of concern. The NEU Project Manager and RDU Project Engineer will follow the steps mentioned above to revise the planimetric file.
- 24 months prior to Let, the NEU will ensure that the wetland file is up to date and the Jurisdictional Determination (JD) will not expire prior to Let. If the NEU decides that a field visit is warranted and modifies the wetland file, they will alert RDU, Hydraulics, L&S, REU, and PDEA of the updated wetland file on the TIP Server.

Implementing these procedures on all projects should alleviate most of the current confusion associated with the wetland files when producing the Right of Way Plans. Please share this information with your staff and, if there are any questions, please contact Art McMillan, Jay Bennett, Elizabeth Lusk, or Chris Rivenbark.

Cc:

✓ Deborah M. Barbour, PE, Preconstruction  
Marc Clifford, PE, Engineering Application Services  
Bryan Edwards, PE, CADD Services  
Don G. Lee, CPESC, Roadside Environmental Unit