


# Clearinghouse Review

Transportation Planning Branch		<b>Revised: August 10, 2011</b> Approved: September 5, 2006 Version 1.1
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## **Purpose**

The purpose of this procedure is to ensure that the appropriate planning engineer reviews requests from the NC State Clearinghouse to start the NCDOT review of projects that involve state money, state action, or have a potential environmental effect within a specific geographical region. The planning engineer is responsible for coordinating NCDOT's review of the proposed action as it relates to the Comprehensive Transportation Plan (CTP) and other plans.

## **Background**

The purpose of the NC Environmental Review process (operated and managed by the State Clearinghouse) is to notify state/local agencies of proposed activities in their jurisdiction and offer them the opportunity to review and comment on the environmental impact documents. Without such a review within NCDOT, some actions could negate portions of proposed improvements or make it difficult to implement transportation plans.

## **Responsibility**

The planning engineer is responsible for reviewing the Clearinghouse requests for projects that involve state money, state action, or have a potential environmental effect within a geographical region.

## **Policy, Regulatory, and Legal Requirements**

The NC State Clearinghouse administers the state and local agency review and comment process for environmental review documents prepared pursuant to the National and State Environmental Policy Acts (NEPA and SEPA). Click here for information available on [State Clearinghouse web site](#).

## Scheduling and Time Constraints

The review and comments must be completed (and returned to the Administrative staff member) **three** workdays **before** the due date noted on the Clearinghouse request. The due date on the Clearinghouse request is the date by which any comments must be received in hand by the Clearinghouse for consideration.

**Warning:** Comments may not be considered if the review is not completed by the due date (or approved extension) noted on the Clearinghouse request.

## Procedures

This procedure begins with receipt of a request from the NC State Clearinghouse through the NCDOT Transportation Planning Branch administrative staff. Other documents used as references in this procedure include:

- Current thoroughfare plan or comprehensive transportation plan for area(s) involved
- Transportation Improvement Program (TIP)
- Long-range transportation plan (for MPOs only)
- Local and/or County transportation plans, as applicable

Typical outputs for this procedure include:

- If no conflict is identified: Signed and dated Clearinghouse request with “No Comment” block checked, completed before the due date noted on Clearinghouse request
- If conflict is identified: Signed and dated Clearinghouse request with “Comments Attached” block checked with attachment(s) addressing conflict(s) completed before the due date noted on Clearinghouse request

Step	Action
1	Receive Clearinghouse request and check to see if it is correctly assigned. If you believe it is incorrectly assigned, confer with your Group Supervisor before returning it to the Administrative staff for reassignment. If assigned correctly, continue to next step.
2	Review the Clearinghouse request to determine if you have sufficient mapping and other information about the proposed project.  (If additional information or documentation about the project is needed, it might be helpful to review the current thoroughfare plans and/or CTP in the proposed project area. Review of the TIP may indicate whether the project is funded or not funded – or whether a project is or isn't reflected on mutually adopted plans.)  <b>Note:</b> Consider requesting an extension if you will need more time to acquire the needed documents.  If you have sufficient information about the project, proceed with the next step.
3	It is possible that a Clearinghouse request could “cross over” into more than one geographical area. If crossing MPO, RPO, municipal, or county boundaries, coordinate with planning engineer(s) in applicable geographical TPB planning group:  <ul style="list-style-type: none"> <li>• Northeast Planning Group</li> <li>• Southeast Planning Group</li> </ul>

	<ul style="list-style-type: none"> <li>• Triangle Planning Group</li> <li>• Triad Planning Group</li> <li>• Metrolina Planning Group</li> <li>• Mountains Planning Group</li> </ul> <p>Also, if a Clearinghouse request “crosses over” into other parts of NCDOT, the planning engineer is responsible for coordinating with applicable units.</p>
<b>4</b>	<p>Review existing CTP, TIP, thoroughfare plans, local transportation plans, etc., to determine if Clearinghouse proposes any action in existing or future transportation corridor identified on the plan. Determine if there is a conflict and the nature of the conflict.</p> <p>Examples of conflict: Proposal impacts future transportation project, such as sewer lines along roads that are to be widened in future; proposed new building or development in proposed new transportation corridor; incomplete or incorrect map of project area.</p> <p><b>(Sample scenario of conflict:</b> The “Anytown” Comprehensive Transportation Plan (CTP) recommends widening NC 999 near “Anytown”, NC to a four-lane divided facility. It is currently a two-lane section, and improvements are not funded in the TIP. A Clearinghouse Review indicates that “Anytown” wants to extend water lines along the current two-lane NC 999 right of way. A comment can be made that the CTP recommends widening this road at some future date, the widening is not funded in the latest TIP, and that the possible future widening of this facility should be considered in the design of the water lines.)</p>
<b>5</b>	<p>If no conflict:</p> <ol style="list-style-type: none"> <li>1. Check the “No Comment” block on Clearinghouse request, then sign and date the Clearinghouse request.</li> <li>2. Return original to the Administrative staff to send back to State Clearinghouse.</li> </ol>
<b>6</b>	<p>If there is a conflict:</p> <ol style="list-style-type: none"> <li>1. Discuss proposed action (or response to Clearinghouse request) with your supervisor.</li> <li>2. Prepare a written response with copies of any pertinent documentation (e.g., transportation plan, maps, tables, etc.) and send to supervisor for review.</li> <li>3. Check “Comments Attached” block on Clearinghouse request, then sign and date the Clearinghouse request.</li> <li>4. Attach comment(s) and any other necessary documentation to the Clearinghouse request (make a copy for your supervisor).</li> <li>5. Return signed and dated Clearinghouse request (with comments attached, if appropriate) to the Administrative staff to send back to State Clearinghouse.</li> </ol>

**Warnings and Precautions**

Comments may not be considered if review is not completed by the due date (or approved extension) noted on the Clearinghouse.

*The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version.*

## **Resources and Tools**

- Information on [MPO and RPO](#)
- Information on [State Environmental Review Clearinghouse](#)

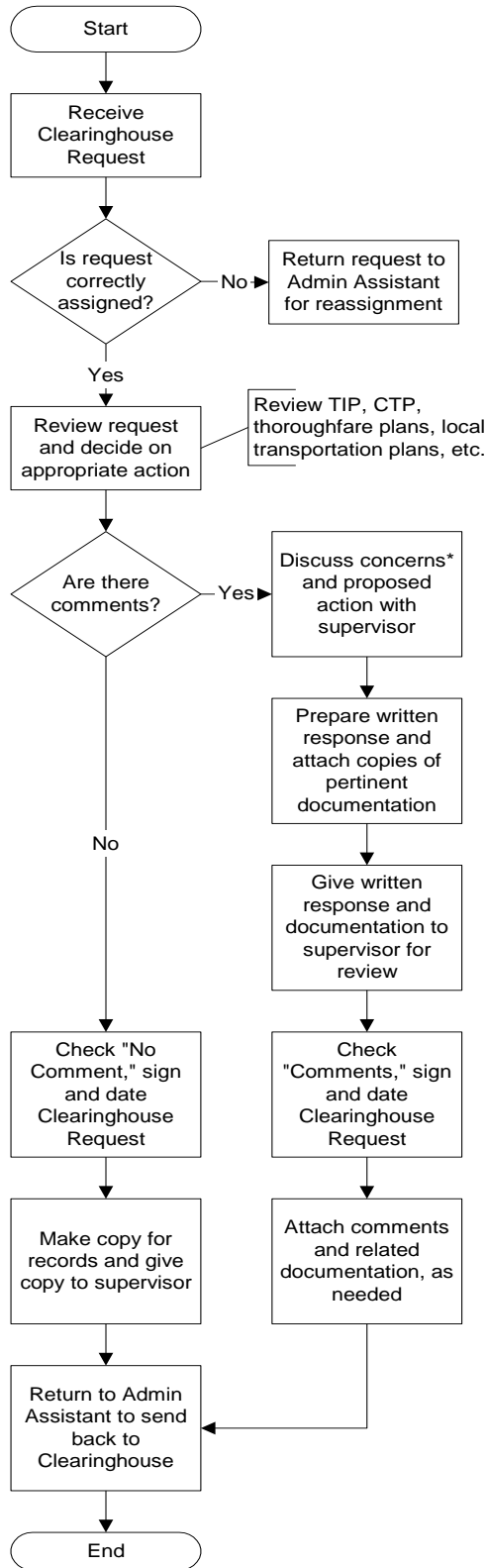
## **Contacts**

- For suggestions to change this procedure contact: Elena Talanker (919) 707-0911
- For questions about performing this procedure contact: Scott Walston (919) 707-0941

## **Record of Revision**

<b>Version</b>	<b>Section Affected</b>	<b>Description</b>	<b>Effective Date</b>
1.1	Procedure and Resources and Tools	All Procedure links has been updated	08/10/11

# Flowchart



\* Examples of concerns include:

1. Proposal impacts future transportation project, such as sewer lines along roads that are to be widened in future.
2. Proposed new building or development in proposed new transportation corridor.
3. Incomplete or incorrect map of project area.