Nationwide and General Permits – Checklist and Guidance

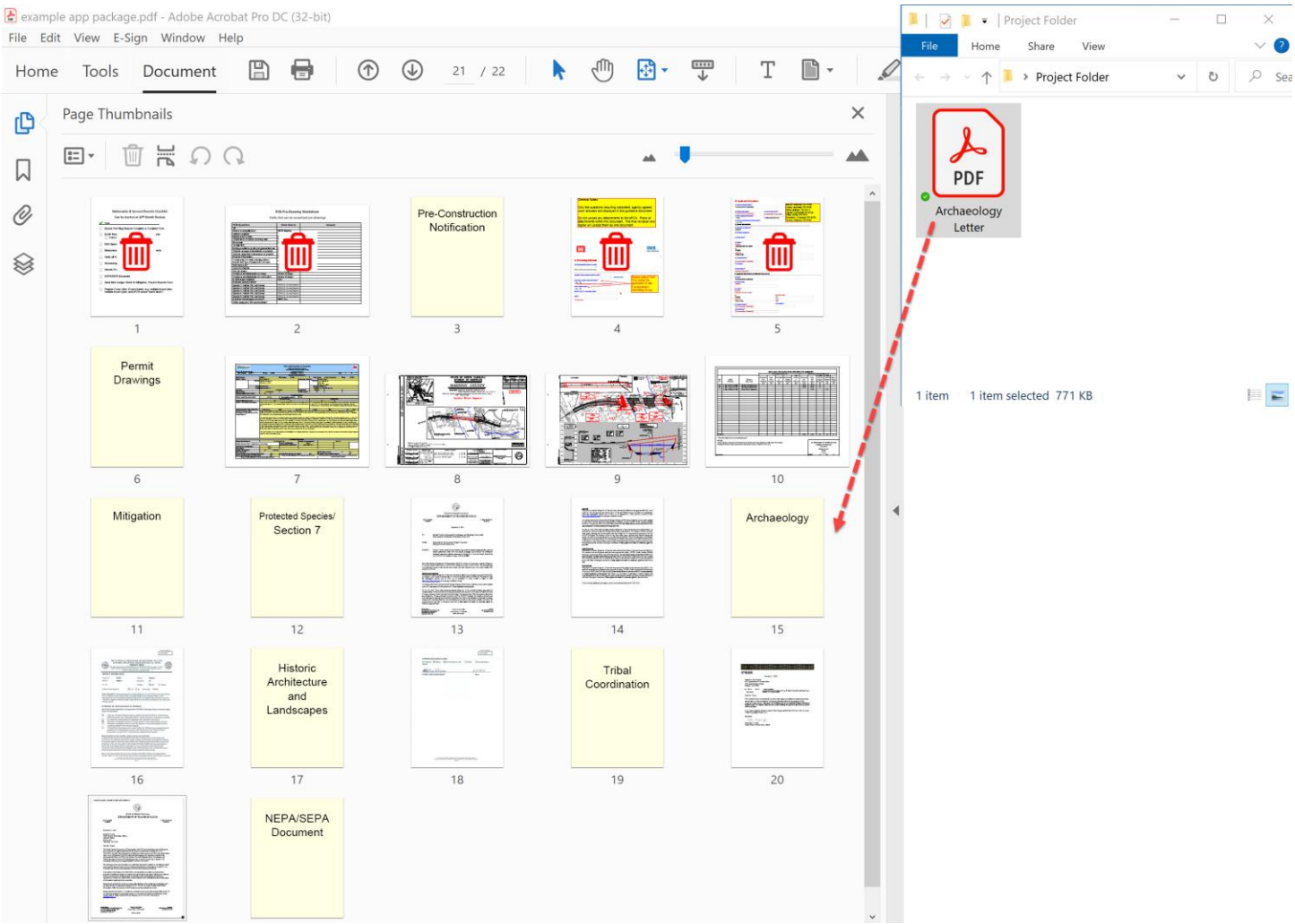
Last Updated/ Reviewed: 10/11/2022 *Contact: maturchy@ncdot.gov*

When do I use this?

It is recommended to start using this guide when the project is 13 months from let to identify and ensure all required elements of a permit application are obtained for an on-time submittal of the permit application.

Format of this guidance

This PDF can be used to aggregate a application package as the pieces are acquired. The checklists pages can then be deleted once they are no longer needed, and you'll be left with the complete attachment to upload to the ePCN.



Document Control:

2022-10-08: Created based multiple piecemealed guidances and issues: DWR ePCN upload glitching, combined with 13th Month Permitting Checklist, and request to share those documents externally, request for permit application consistency.

Nationwide & General Permits Checklist

Recommend starting when project appears on 13th Month Let List.

✓	Task	Source
☐	Ensure Pre-Filing Request complete, or complete form.	Check 2022 Mass Request here Link to Pre-Filing Request form at DWR
☐	Protected species surveys valid, resolved, or scheduled.	Link to IPaC
☐	Concurrence requested (if necessary)	Link to SharePoint
☐	Moratoriums solidified with division and/or contracts	
☐	Tribal Coordination letters sent/ received for county of project.	Check Tribal Coordination List here Link to SharePoint
☐	Archaeology letter	Link to SharePoint
☐	Historic Properties and Landscapes letter	Link to SharePoint
☐	NEPA/SEPA Document	Link to SharePoint
☐	Send debit ledger check for mitigation (if necessary), Prepare DMS Request Form (if necessary)	Template on ECAP Website Send Debit Ledger Check to: wbchilton@ncdot.gov
☐	Prepare Cover Letter, if needed. Only recommend if complicated. (e.g., several impact sites, multiple impact types, ePCN cannot “stand alone”).	Template on ECAP Website

PCN Pre-Drawing Worksheet

Fields that can be completed prior to receipt of drawings

PCN Question	Data Source	Answer
TIP		
Nearest municipality/town	NRTR Mapping	
Latitude Longitude	https://www.arcgis.com/home/webmap/viewer.html?webmap=db3b56c3228743b3811e36761393d661 In Search Bar, enter bridge number in 6 digit format: CCBBBB (County Code, 4-Digit Bridge No.)	
Nearest body of water	NRTR	
Classification of nearest receiving water	NRTR	
River basin	NRTR	
12-Digit HUC	Copy Lat-Long from above: https://data-ncdenr.opendata.arcgis.com/datasets/12-digit-huc-subwatersheds/explore	
Existing conditions on site and general land use	NRTR Mapping	
Total est. acreage of all wetlands on property	NRTR	
Total est. linear feet of all streams on property	NRTR	
Purpose of the project	NEPA Document	
Overall project in detail, including indirect impacts and type of equipment to be used	NEPA Document	
Was there a JD?	Project Folder	
Corps AID Number	Project Folder	
Who delineated	PJD Package/NRTR	
Avoidance and Minimization in design	Review of design	
Avoidance and Minimization in construction	Review of design	
Is debit ledger available?	wbchilton@ncdot.gov	
Protected species habitat?		
Species 1: Habitat Y/N, Last Survey	Survey Reports	
Species 2: Habitat Y/N, Last Survey	Survey Reports	
Species 3: Habitat Y/N, Last Survey	Survey Reports	
Species 4: Habitat Y/N, Last Survey	Survey Reports	
Species 5: Habitat Y/N, Last Survey	Survey Reports	
Is another federal agency involved?	NEPA Doc	
FEMA designated 100-year floodplain?	Copy Lat-Long from above: https://flood.nc.gov	

Pre-Construction Notification

General Notes:

Only ePCN questions requiring consistent, agency agreed upon answers are displayed in this guidance document.

Due to a Laserfiche issue, do not upload attachments to the ePCN. Place all attachments within this PDF. The final reviewer and signer will upload them as one document.

Pre-Construction Notification (PCN) Form

For Nationwide Permits and Regional General Permits

(along with corresponding Water Quality Certifications)

DWR Division of Water Resources

A. Processing Information

Pre-Filing Meeting Date Request was submitted on: *

If this is a courtesy copy, please fill in this with the submission date.

County (or Counties) where the project is located: *

Add additional county

Is this project a public transportation project? *

Yes No

This is any publicly funded by municipal,state or federal funds road, rail, airport transportation project.

Is this a NCDOT Project? *

Yes No

(NCDOT only) T.I.P. or state project number:

WBS # *

(for NCDOT use only)

Always select "Yes". This routes the application to the Transportation Permitting Group.

B. Applicant Information

Barrett: wabarrett 707-6103
Cheely: ekcheely 707-6108
Crowther: recrowther: 707-6112
Dilday: jldilday1 707-6111
Hemphill: jhemphill 707-6126
Riffey: driffey 707-6151
Turchy: maturchy 707-6157

1a. Who is the Primary Contact? *

Environmental Coordinator

1b. Primary Contact Email: *

Environmental Coordinator

1c. Primary Contact Phone: *

Environmental Coordinator

1d. Who is applying for the permit? *

- [ ] Owner
- [x] Applicant (other than owner)

1e. Is there an Agent/Consultant for this project? *

- ( ) Yes
- (•) No

2. Owner Information

2a. Name(s) on recorded deed: *

NCDOT

2b. Deed book and page no.:

2c. Contact Person:

2d. Address *

Street Address

1598 Mail Service Center

City

Raleigh

Postal / Zip Code

27699-1598

State / Province / Region

NC

Country

US

2e. Telephone Number: *

Environmental Coordinator

2f. Fax Number:

2g. Email Address: *

Regional Supervisor

3. Applicant Information (if different from owner)

3a. Name: *

Environmental Coordinator

3b. Business Name:

(if applicable)

3c. Address *

Street Address

1598 Mail Service Center

City

Raleigh

State / Province / Region

NC

Postal / Zip Code

27699-1598

Country

US

3d. Telephone Number: *

Environmental Coordinator

3e. Fax Number:

3f. Email Address: *

Environmental Coordinator

C. Project Information and Prior Project History

1. Project Information

1a. Name of project: *

TIP

2. Project Identification

3. Surface Waters

4. Project Description and History

4a. Describe the existing conditions on the site and the general land use in the vicinity of the project at the time of this application: *

Bridge Project: Existing Conditions: 2-lane rural or urban transportation facility crossing waterbody.
Widening Project: Existing 2-lane rural or urban transportation facility.

General land use: dense, sparse, intermixed, etc.. Residential, agricultural, urban, commercial.

4h. Explain the purpose of the proposed project: *

Can use: see attached cover letter, if appropriate
Bridge replacement project: To replace a structurally deficient and/or functionally obsolete bridge.
Widening or other: Copy purpose and need from NEPA/SEPA Document.

4i. Describe the overall project in detail, including indirect impacts and the type of equipment to be used: *

Bridge X, a 7-span structure, 100' structure, will be replaced with a 3-span, 200' structure.
Standard road and bridge building equipment such as trucks, dozers, and cranes will be used.

5. Jurisdictional Determinations

5a. Have the wetlands or streams been delineated on the property or proposed impact areas? *

(●) Yes ( ) No ( ) Unknown

Comments:

5b. If the Corps made a jurisdictional determination, what type of determination was made? *

( ) Preliminary ( ) Approved ( ) Not Verified ( ) Unknown ( ) N/A

5c. If 5a is yes, who delineated the jurisdictional areas?

Name (if known):	Investigators from NRTR
Agency/Consultant Company:	NRTR Consultant
Other:	

6. Future Project Plans

6a. Is this a phased project? *

( ) Yes (●) No

E. Impact Justification and Mitigation

1. Avoidance and Minimization

1a. Specifically describe measures taken to avoid or minimize the proposed impacts in designing the project: *

Can say "see cover letter" if explained there.

1b. Specifically describe measures taken to avoid or minimize the proposed impacts through construction techniques: *

Can say "see cover letter" if explained there.

F. Stormwater Management and Diffuse Flow Plan (required by DWR)

2. Stormwater Management Plan

2a. Is this a NCDOT project subject to compliance with NCDOT's Individual NPDES permit NCS000250? *

(●) Yes ( ) No

G. Supplementary Information

1. Environmental Documentation

1a. Does the project involve an expenditure of public (federal/state/local) funds or the use of public (federal/state) land? *

(●) Yes ( ) No

1b. If you answered "yes" to the above, does the project require preparation of an environmental document pursuant to the requirements of the National or State (North Carolina) Environmental Policy Act (NEPA/SEPA)? *

(●) Yes ( ) No

1c. If you answered "yes" to the above, has the document review been finalized by the State Clearing House? (If so, attach a copy of the NEPA or SEPA final approval letter.) *

(●) Yes ( ) No

2. Violations (DWR Requirement)

2a. Is the site in violation of DWR Water Quality Certification Rules (15A NCAC 2H .0500), Isolated Wetland Rules (15A NCAC 2H .1300), or DWR Surface Water or Wetland Standards o Riparian Buffer Rules (15A NCAC 2B .0200)? *

( ) Yes (●) No

3. Cumulative Impacts (DWR Requirement)

3a. Will this project (based on past and reasonably anticipated future impacts) result in additional development, which could impact nearby downstream water quality? *

( ) Yes (●) No

3b. If you answered "no," provide a short narrative description.

Due to the minimal transportation impact resulting from this bridge replacement, this project will not stimulate growth but may influence nearby land use.

4. Sewage Disposal (DWR Requirement)

4a. Is sewage disposal required by DWR for this project? *

( ) Yes ( ) No (●) N/A

5. Endangered Species and Designated Critical Habitat (Corps Requirement)

5a. Will this project occur in or near an area with federally protected species or habitat? *

(●) Yes ( ) No

5b. Have you checked with the USFWS concerning Endangered Species Act impacts? *

(●) Yes ( ) No

5c. If yes, indicate the USFWS Field Office you have contacted.

5d. Is another Federal agency involved? *

(●) Yes ( ) No ( ) Unknown

What Federal Agency is involved?

FHWA

5e. Is this a DOT project located within Division's 1-8?*

○ Yes ◉ No

5f. Will you cut any trees in order to conduct the work in waters of the U.S.?*

◉ Yes ○ No

5g. Does this project involve bridge maintenance or removal?*

◉ Yes ○ No

5g(1). If yes, have you inspected the bridge for signs of bat use such as staining, guano, bats, etc.? Representative photos of signs of bat use can be found in the NLEB SLOPES, F, pages 3-7.

○ Yes ○ No

Link to the NLEB SLOPES document: http://saw-reg.usace.army.mil/NLEB/1-30-17-signed_NLEB-SLOPES&apps.pdf

If you answered "Yes" to 5g(1), did you discover any signs of bat use?*

○ Yes ○ No ○ Unknown

***** If yes, please show the location of the bridge on the permit drawings/project plans.**

5h. Does this project involve the construction/installation of a wind turbine(s)?**

○ Yes ◉ No

5i. Does this project involve (1) blasting, and/or (2) other percussive activities that will be conducted by machines, such as jackhammers, mechanized pile drivers, etc.?*

◉ Yes ○ No

5j. What data sources did you use to determine whether your site would impact Endangered Species or Designated Critical Habitat?*

USFWS Information for Planning and Consultation (IPaC).

6. Essential Fish Habitat (Corps Requirement)

6a. Will this project occur in or near an area designated as an Essential Fish Habitat?*

○ Yes ◉ No

6b. What data sources did you use to determine whether your site would impact an Essential Fish Habitat?*

Review of online mapping sources.

7. Historic or Prehistoric Cultural Resources (Corps Requirement)

Link to the State Historic Preservation Office Historic Properties Map (does not include archaeological data: http://gis.ncdcr.gov/hpoweb/

7a. Will this project occur in or near an area that the state, federal or tribal governments have designated as having historic or cultural preservation status (e.g., National Historic designation or properties significant in North Carolina history and archaeology)?*

○ Yes ◉ No

7b. What data sources did you use to determine whether your site would impact historic or archeological resources?*

Included Archaeology Form/Letter and Historic Properties and Landscapes Form/Letter.

8. Flood Zone Designation (Corps Requirement)

Link to the FEMA Floodplain Maps: https://msc.fema.gov/portal/search

8a. Will this project occur in a FEMA-designated 100-year floodplain?*

◉ Yes ○ No

8b. If yes, explain how project meets FEMA requirements:

This project meets the FEMA requirements by obtaining State Floodplain Compliance (SFC) approval through the Hydraulics Unit's Highway Floodplain Program.

8c. What source(s) did you use to make the floodplain determination?*

FEMA Floodmaps.

Permit Drawings

Mitigation

Protected Species/ Section 7

Archaeology

Historic Architecture and Landscapes

Tribal Coordination

NEPA/SEPA Document