

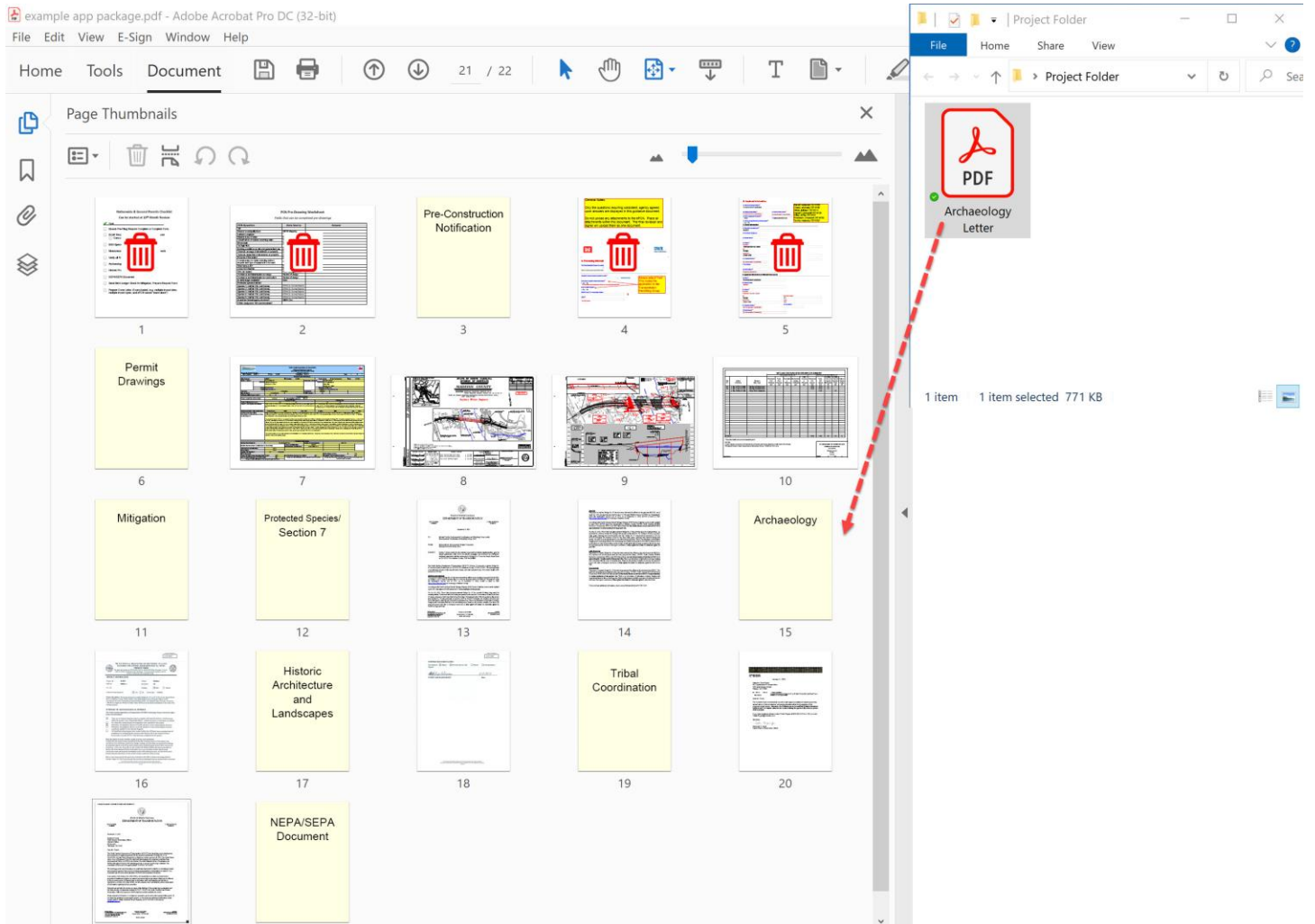
Nationwide and General Permits – Checklist and Guidance

When do I use this?

It is recommended to start using this guide when the project is one year from permit due date 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 ready 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 1 year form date permits due.

	Task	Source
<input type="checkbox"/>	Protected species surveys valid, resolved, or scheduled.	Link to IPaC
<input type="checkbox"/>	<input type="checkbox"/> Concurrence requested (if necessary)	Link to SharePoint
<input type="checkbox"/>	Moratoriums solidified with division and/or contracts	
<input type="checkbox"/>	Tribal Coordination letters sent/ received for county of project.	Check Tribal Coordination List here Link to SharePoint
<input type="checkbox"/>	<input type="checkbox"/> If required, Archaeological reports provided to Tribes.	Link to SharePoint
<input type="checkbox"/>	Archaeology letter	Link to SharePoint
<input type="checkbox"/>	Historic Properties and Landscapes letter	Link to SharePoint
<input type="checkbox"/>	NEPA/SEPA Document	Link to SharePoint
<input type="checkbox"/>	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
<input type="checkbox"/>	Prepare Cover Letter, if needed. (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

Permit Drawings

Mitigation

Endangered Species

Archaeology

Historic Architecture and Landscapes

Tribal Coordination

NEPA/SEPA Document