Subject Line: - *[STIP No., City and/or County]*

All,

SUBJECT: - *[insert document type]* for *STIP #, project description, city and/or county*

NCDOT has completed a/an *[insert document type]*. The document can be found by NCDOT employees on Project Store or the Sharepoint Team Site at [*choose one and provide a direct link to the project folder*]:

[\\dot\dfsroot01\ProjStore\Proj\TIPProjects\TIPNO\PDEA\Project\_Development\Documents](file://dot/dfsroot01/ProjStore/Proj/TIPProjects/TIPNO/PDEA/Project_Development/Documents)
or https://connect.ncdot.gov/site/preconstruction/Pages/Default.aspx

The document may also be accessed by outside agencies as well as the general public at:

<https://xfer.services.ncdot.gov/pdea/EnvironmentalDocs/Documents/>

*[Add the following information as per document type]*

MCDCs & Type I&II CEs - No significant adverse environmental effects are expected as a result of the project; therefore, no other distribution of the report is necessary.

Type III CEs - No significant adverse environmental effects are expected as a result of the project. Distribution of the Categorical Exclusion is being made on behalf of the Federal Highway Administration in accordance with 23 CFR 771. The document is also being distributed for review to other agencies as appropriate.

State EA/FONSIs - This report records the determination that implementing the proposed action will not have a significant effect upon the quality of the human and natural environment. NCDOT is distributing the State Environmental Assessment/Finding of No Significant Impact to other agencies as appropriate.

State EAs – The document is being submitted to the State Clearinghouse, area wide planning agencies, and the counties, towns, and cities involved. It is anticipated this project will be processed with a “Finding of No Significant Impact”; however, should comments received on the Environmental Assessment or at the public hearing demonstrate a need for preparing a Draft Environmental Impact Statement you will be contacted as part of our scoping process.

Any comments concerning the Environmental Assessment should be forwarded to *[insert Name and e-mail address]*. Your comments should be received by *[insert due date (45 calendar day review period)].* If you desire a copy of the “Finding of No Significant Impact,” please so indicate.

State FONSI – This report records the determination that implementing the proposed action will not have a significant effect upon the quality of the human and natural environment. NCDOT is distributing the State Finding of No Significant Impact to other agencies as appropriate.

State DEIS - The statement was prepared in compliance with the North Carolina Environmental Policy Act and is being submitted to the State Clearinghouse, area wide planning agencies and the counties, towns, and cities involved.

*[Add this section for distribution to agencies]* Permit review agencies should note it is anticipated Federal Permits will be required as discussed in the statement. Any comments you have concerning the Draft Environmental Impact Statement should be forwarded to *[insert Name and e-mail address]*. Your comments should be received by *[insert due date (60 calendar day review period)].* If you desire a copy of the “Finding of No Significant Impact,” please so indicate.

State FEIS - The FEIS was prepared in compliance with the North Carolina Environmental Policy Act. NCDOT is distributing the State Final Environmental Impact Statement to other agencies as appropriate.

State ROD - Distribution of the Final ROD is being made by the North Carolina Department of Transportation in accordance with the requirements of the North Carolina State Environmental Policy Act.

Federal EA - Distribution of the *[insert document type]* is being made on behalf of the Federal Highway Administration in accordance with 23 CFR 771. The document is being submitted to the State Clearinghouse, area wide planning agencies, and the counties, towns, and cities involved. The document is being distributed for review to other agencies as appropriate. It is anticipated this project will be processed with a “Finding of No Significant Impact”; however, should comments received on the Environmental Assessment or at the public hearing demonstrate a need for preparing a Draft Environmental Impact Statement you will be contacted as part of our scoping process.

*[Add this section for distribution to agencies]* Any comments concerning the Environmental Assessment should be forwarded to [insert Name and e-mail address]. Your comments should be received by *[insert due date (45 calendar day review period)].* If you desire a copy of the “Finding of No Significant Impact,” please so indicate.

Federal FONSI - This report records the determination that implementing the proposed action will not have a significant effect upon the quality of the human and natural environment. Distribution of the FONSI is being made on behalf of the Federal Highway Administration in accordance with 23 CFR 771. NCDOT is distributing the Finding of No Significant Impact to other agencies as appropriate.

Federal DEIS - Distribution of the *[insert document type]* is being made on behalf of the Federal Highway Administration in accordance with 23 CFR 771. The statement was prepared in compliance with the North Carolina Environmental Policy Act and is being submitted to the State Clearinghouse, area wide planning agencies and the counties, towns, and cities involved. The document is being distributed for review to other agencies as appropriate.

You are requested to furnish us comments on each alternative, with respect to the environmental considerations over which your agency has jurisdiction by law or expertise. Your preference of an alternative and reasons are invited.

*[Add this section for distribution to agencies]* Any comments concerning the *[insert document type]* should be forwarded to [insert Name and e-mail address]. Your comments should be received by *[insert due date (60 calendar day review period)].*

Federal FEIS - Distribution of the Final Environmental Impact Statement is being made on behalf of the Federal Highway Administration in accordance with 23 CFR 771. The document is also being distributed for review to other agencies as appropriate.

*[Add this section for distribution to agencies]* Please send any comments, requests, or acknowledgement letters concerning the *[insert document type]* to [*insert Name and e-mail address*]. Your comments should be received by *[insert due date (? calendar day review period)].*

Federal ROD - Distribution of the Federal Record of Decision is being made on behalf of the Federal Highway Administration in accordance with 23 CFR 771. The document is also being distributed for review to other agencies as appropriate.

*[Add this section for distribution to agencies]* Please send any comments, requests, or acknowledgement letters concerning the *[insert document type]* to [*insert Name and e-mail address*]. Your comments should be received by *[insert due date (? calendar day review period)].*

Date

Ms. Crystal Best

N. C. State Clearinghouse

Department of Administration

1301 Mail Service Center

Raleigh, North Carolina 27699-1301

Dear Ms. Best:

SUBJECT: Project:       (     )       County

 F. A. Project:

**[INSERT DOCUMENT TYPE]**

Attached herein are two (2) paper copies of the [INSERT DOCUMENT TYPE] for the subject project. An electronic copy of the document is available at <https://xfer.services.ncdot.gov/pdea/EnvironmentalDocs/Documents/>

Please send any comments, requests or acknowledgement letters for any documents to      ,

Team Lead – Project Management Unit at the address below, by email at      , or at Phone No..

Sincerely,

Team Lead – Project Management Unit

     /

Attachments (2 paper)