



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE  
GOVERNOR

EUGENE A. CONTI, JR.  
SECRETARY

MEMORANDUM TO: Project Engineers  
Project Design Engineers

FROM: R. A. Raynor, P. E.  
Assistant State Structures Engineer

DATE: May 1, 2012

SUBJECT: UPDATED TVA SUBMITTAL GUIDELINES

The information listed below has been updated. Effective immediately, please direct all TVA submittals to the Watershed Team Managers as follows:

The Structures Management Project Engineer and/or Team Leader will gather the following information to be sent to TVA:

- TVA 26a Application Form (include Lat/Long Coordinates in DD in Location Section)
- "No Conflict of Interest" Disclosure Form
- Preliminary Structure Plans (Bridge Only)
- Preliminary Roadway Plans
- Hydraulic Design Report \*\*
- Good Site Location Map
- USGS Topographic Map with structure location (include Quad Map Name & Number)
- Color Photos of Site
- Applicable Sections of the Project Planning Document pertaining to Environmental issues (EA, CE, MCC, Attachment G, Biological Conclusions and Opinions, etc.)
- SHPO Concurrence Forms (Historic Architecture and Archaeology)

**\*\*TVA** will require a note on the bridge or culvert survey report stating that the project complies with local floodplain management regulations, or that the project (1) "will not significantly increase the 100-year flood elevation" and (2) "will not involve placement of fill or other flow obstruction in the floodway portion of the floodplain unless compensatory adjustments are also included".

**MAILING ADDRESS:**  
NC DEPARTMENT OF TRANSPORTATION  
STRUCTURE DESIGN  
1581 MAIL SERVICE CENTER  
RALEIGH NC 27699-1581

TELEPHONE: 919-707-6400  
FAX: 919-250-4082

WEBSITE: [WWW.NCDOT.ORG](http://WWW.NCDOT.ORG)

**LOCATION:**  
CENTURY CENTER COMPLEX  
BUILDING A  
1000 BIRCH RIDGE DRIVE  
RALEIGH NC 27610

Project Engineers  
Page 2  
May 1, 2012

- A cover letter with the above attached items will be forwarded to the appropriate **TVA Program Manager** below:
  - A. **Mr. Anthony Summitt**, 423-467-3811, email: [adsummitt@tva.gov](mailto:adsummitt@tva.gov),  
106 Tri-Cities Business Park Drive  
Gray, Tennessee 37651  
**(Avery, Buncombe, Haywood, Henderson, Madison, Mitchell,  
Transylvania, Watauga, Yancey)**
  - B. **Ms. Janet Duffey**, 865-632-1301, email: [jlduffey@tva.gov](mailto:jlduffey@tva.gov)  
260 Interchange Park Drive  
Lenoir City, Tennessee 37772  
**(Cherokee, Clay, Graham, Jackson, Macon, Swain)**

**\*If appropriate:**

- Concurrently, send a separate form letter to the Head of the Project Development & Environmental Analysis Branch (PDEA) requesting that the appropriate unit transmit US Army Corps of Engineers Permit PDEA Application Packet to TVA.
- Copy the TVA submittal letters to the Assistant State Structures Engineer responsible for Programs and Policy.

The following form letters are available on the Structures Management Unit Web Page and should be sufficient for all initial submittals. In some cases, TVA may request additional information.

- [TVA Project Submittal for Approval](#)
- [Request PDEA Transmit US Army Corps of Engineers Permit Application to TVA](#)

GRP/RAR/BCH/gdt

Cc: T. K. Koch, P. E.  
David S. Chang, Ph.D, P. E.  
Greg J. Thorpe, Ph.D., Attn: Elizabeth Lusk, NEU, PDEA