

FDOT District Five - ERP Review Checklist (October, 2012)

Section A:	Check for All Items Listed Below
	Does Consultant check appropriate box for type of State permit?
	Is Consultant Using Proper Forms per State agency (SFWMD vs. SWFWMD vs. SJRWMD vs. FDEP)?
	Does Consultant check appropriate box for US Army Corps permit (or note that project does not require permit)?
	For all projects, list Hannah Hernandez, FDOT District Five, Permit Coordinator as "Owner of Land"?
	For all projects, list Engineer of Record as "Consultant."
	For LAP projects, is LAP agency listed as "Entity to receive permit?"
	For Design/Build projects, is Contractor listed as "Agent Authorized to Secure Permit?"
	If SWFWMD permit application, all affected property owners where FDOT is taking land must be notified by certified mail that the project has applied for an ERP application
	If ACOE Individual Permit required, provide a separate list and map of all adjacent property owners, or provide proof of Public Notice
	If SSL on project, be sure to also include Section G form (have the FDEP letter ready to submit if this is in question for a water body within the project limits - Check with FDOT Survey/Mapping Dept to ensure letter has been obtained.
	If pre-application meetings have been held, list ALL attendees and reference meeting minutes where they are located in permit package.
	IF SJRWMD or SWFWMD, include Signatory Authority Memo from District Secretary immediately after Page 4 Signature Sheet.
	Does consultant have proper names/titles in correct locations for signature sheet?

Section B:	Check for All Items Listed Below
	Does NGP number (rule) listed for Question A apply to all proposed work (confirm by reading full rule)?
	Does Location Map background have USCG map, and all other items requested in Question B?
	Do plans and dredge/fill sketches meet Corps criteria (if wetlands are J/D with Corps)?
	For Question G, ensure the specific section(s) of the NGP rule is applicable to this project?

Section C:	Check for All Items Listed Below
	Does Consultant list contact information consistent with Section A?
	Does Consultant insert Dredge and Fill sketches and USGS Quad Location map immediately to follow Section C?
	Do Dredge and Fill sketches meet District 5 Policy Standards (wetland line type, 8.5x11 inches, drawing must be to scale, etc.)?
	Does Consultant clearly explain if project contains wetland impacts within OFWS or Aquatic Preserves?
	Does Consultant clearly list how many acres of wetlands will be mitigated vs. OSWs/upland cut ditches?
	Does Consultant list type of mitigation correctly (Senate Bill F.S. 373.4137 for SJRWMD/SWFWMD Projects vs. Mitigation Banking)?
	Ensure Consultant DOES NOT list a specific mitigation bank name on Section C or anywhere else in permit application package.
	Is wetland impact acreage consistent with what is listed in Section A, E, and elsewhere?

Section E:	Check for All Items Listed Below
	Are all exhibits/maps referenced appropriately? (Example: Please refer to Figure X in Appendix X)
	Are referenced Construction Plans/Geotechnical Report/Drainage Report signed sealed?
	When referring to reports in responses, all references should list section or appendix of report where information requested by the application can be located.
	For Tables 1, 2, & 3, ensure all wetland impact information is listed clearly and is concurrent with Sections A & C.
	For Tables 1 & 3, ensure appropriate mitigation is listed next to wetland impacts, and that non-natural wetlands (OSWs) have N/A or NMR listed as mitigation.
	Ensure that no specific mitigation banks are listed anywhere within Section E.
	Under Section V, 12(c), these acreages should be the PROPOSED acreages and percentages of each category, after the project is constructed.
	Suggest use of graphic scales on exhibits rather than textual scales (1"=50' doesn't mean much on a digital document).
	IF RHPZ habitat within project limits, ensure to provide corresponding exhibits (can show on Dredge/Fill Sketches) the RHPZ limits and impact acreages.
	If RHPZ impacts require mitigation, include as rows on impact summary Tables 1-3.

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Biological Report: Check for All Items Listed Below	
	If submitting to ACOE, exhibits should be on 8.5" x 11" sheets.
	If submitting to ACOE, ensure all wetland impact locations show a designated lat/long location in decimal degrees. Can provide on Wetland Location map, Dredge & Fill sketches, construction plans, or in a table within text.
	Ensure that an Avoidance and Minimization statement, including Pond Siting Analysis, is included in the wetland impacts discussion.
	Ensure Soil map has hydric group listed for each soil type (A, B, B/D, C, D).
	Ensure all scientific names for each fauna and flora species are listed only once, at first species reference.
	Ensure all UMAM forms are accurately completed and correspond to correct wetland names within ERP application.
	WRAP forms may be required depending on proposed mitigation.
	Ensure clear discussion of direct, secondary, and cumulative wetland impacts is included.
	Ensure clear discussion of protected species with potential to occur within project limits is included.
	If mitigation bank is proposed, do not list specific mitigation bank. FDOT must advertise mitigation bank credit purchases through Procurement Services.
	Does report address all PD&E commitments?