RECREATIONAL TRAILS PROGRAM (RTP)

VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION

### Preliminary Engineering (PE) Phase Project Checklist

The following checklist represents required documentation needed prior to the close-out of the RTP Preliminary Engineering phase. PE phase must be closed-out prior to advertising for construction contracts. ***Every RTP project is situation specific. This checklist is for convenience and may not be inclusive of all documentation required to close-out the PE phase of each individual project.***

[ ]  NEPA analysis, which includes the items below; see RTP Environmental Review guidance document for additional details.

[ ]  DCR categorical exclusion determination summary form (most projects), environmental assessment, or environmental impact statement

[ ]  Endangered Species Act determination with supporting documentation:

[ ]  Documentation showing completion of United States Fish and Wildlife Service’s Information for Planning and Consultation (IPaC) review of project

[ ]  United States Fish and Wildlife Service endangered species list, and self-certification

 letter or comments letter

[ ]  Comments on the project from the Department of Wildlife Resources

[ ]  Comments on the project from the DCR Division of Natural Heritage
[ ]  Completed ESA Section 7 Determination Table

[ ]  A Section 106 National Historic Preservation Act determination from the Virginia Department of Historic Resources

[ ]  Construction drawings, plans, and specifications

[ ]  Copies of all permits, approvals, ESC/SWM plans, studies, etc. required for the project (\*approved permits can be obtained during the construction phase if necessary, however it is highly recommended to begin the permitting process in the PE Phase, as applicable)

[ ]  Draft invitation for bid documentation for review

[ ]  Coastal Zone Management Act consistency determination or review of enforceable policies from the Department of Environmental Quality if project is within the Coastal Zone Management Area

[ ]  Proof of public comment. Must include\*:

* Certification of publication
* Summarization of public comments
* Summarization of any changes made to the project as a result of public commenting
* \*Maintenance-only projects may be permitted to submit other proof of public than listed above