

OFF-SITE ACTIVITY SUBMITTAL



Page 1: completed by the Contractor/District Tech when proposing any waste, borrow, or staging area or any work outside the defined Contract construction limits.

Page 2: completed by VTrans Environmental Unit and Construction Environmental Engineer when reviewing a Contractor proposal.

SUBMITTAL INFORMATION

DATE: _____

Project Name/District: _____	Contractor/District Tech: _____		
Contact: _____	Phone: _____	Fax: _____	E-mail: _____
Resident Engineer: _____	Phone: _____	Fax: _____	

PROPOSAL INFO (Select type of area being proposed for use and describe associated characteristics)

<input type="checkbox"/> Waste	<input type="checkbox"/> Borrow	<input type="checkbox"/> Staging	<input type="checkbox"/> Other (ex. dewatering location): _____
Material: Type (asphalt, concrete, earthen, etc.) _____		Quantity (yds ³) _____	
Total Area of Land Disturbance (sq ft) _____			
Additional Info: _____			

LANDOWNER/PROPERTY INFO (Fill all applicable boxes; attach a Location Map and Sketch of Area)

Name: _____	Address: _____	Phone #: _____				
<input type="checkbox"/> Private Residential/Commercial	<input type="checkbox"/> Town/State Owned Facility	<input type="checkbox"/> Operating Pit				
<input type="checkbox"/> Other/Additional Info: _____						
Are there other users of this site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Known Past Uses: _____						
<input type="checkbox"/> Location Map (must be USGS Geological Survey Map (7.5'))						
<input type="checkbox"/> Sketch of Area:	<input type="checkbox"/> North arrow	<input type="checkbox"/> Approx scale	<input type="checkbox"/> Recognizable features			
Permit Info:						
Act 250 Permit Exists?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, # _____	Copy Enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of Other Existing Permits: _____						
Landowner Agreement (Signature is required for all private, town, and state owned properties.)						
I, _____, verify the above permit information to be accurate and agree to the use of the proposed						
Landowner / Facility Manager Signature						
area by _____ as shown on attached sketch.			Date: _____			
Name of Contractor						

EPSC PLAN (Check "Required" if the proposed area involves erodible materials or earth disturbance; exception being Operating Pits)

<input type="checkbox"/> Required	<input type="checkbox"/> Not Applicable		
<input type="checkbox"/> Sketch of Area:	<input type="checkbox"/> North arrow	<input type="checkbox"/> Approx scale	<input type="checkbox"/> Distance to Streams, Wetlands, etc.
	<input type="checkbox"/> Drainage and Stream Flow Paths	<input type="checkbox"/> Slope Indicators (direction and grade) or Contours	
<input type="checkbox"/> EPSC Measures (Check all to be implemented and show on attached sketch with a legend and/or notes):			
<input type="checkbox"/> Boundary Delineation (PDF)	<input type="checkbox"/> Stabilized Construction Exit	<input type="checkbox"/> Temp. Stabilization w/ Mulch w/in 48 hrs	
<input type="checkbox"/> Matting on Slopes \geq 3:1	<input type="checkbox"/> Establish Vegetation at Final Grade	<input type="checkbox"/> Slow Channelized Runoff (Check Structures)	
<input type="checkbox"/> Sediment Barriers (Silt Fence, Erosion Logs, etc.)	<input type="checkbox"/> Upland Diversion		

The Resident Engineer has received a copy of the Proposed Area Submittal? Yes **Date** _____

Submit: to Karen Spooner (karen.spooner@state.vt.us), Fax: 802-828-2334 VTrans Program Development Division, Environmental Section, One National Life Drive, Montpelier, VT 05633-5001. For questions pertaining to specific resources call Archaeologist: Jen Russell 828-3981 or Duncan Wilkie 828-3965 or Biologist: John Lepore 828-3963 or Glenn Gingras 828-3979. Allow 15 days for review once the application is deemed complete.

OFF-SITE ACTIVITY REVIEW



VTRANS ENVIRONMENTAL RESOURCE REVIEW

Project/District Name: _____		Proposed Area Name: _____	
<input type="checkbox"/> Waste	<input type="checkbox"/> Borrow	<input type="checkbox"/> Staging	X: _____ Y: _____ (NAD83, meters)

Natural Resource Review		Reviewer: _____	
<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	Date _____	Signature _____
Comments _____			

Cultural Resource Review		Reviewer: _____	
<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	Date _____	Signature _____
Comments _____			

<input type="checkbox"/> The Site has been REJECTED for use at this time
The Contractor is advised to:
<input type="checkbox"/> Seek another site for use
<input type="checkbox"/> Hire an Environmental firm to _____
<input type="checkbox"/> Hire an Archeological consultant to clear Section 106 issues

<input type="checkbox"/> This site has been ACCEPTED (Site does not warrant any special conditions)
<input type="checkbox"/> This site has been ACCEPTED with the following conditions:
<input type="checkbox"/> Maintain a minimum buffer of _____ feet from _____
<input type="checkbox"/> Orange fencing must be installed to protect nearby resources
<input type="checkbox"/> Materials must be placed on geotextile fabric
<input type="checkbox"/> Use of this site must comply with applicable local/state/federal permitting regulations including but not limited to: _____

(For District projects only)
The following shall be applied:
<input type="checkbox"/> Grade slopes to no steeper than 3:1
<input type="checkbox"/> Erosion control matting/blanket or other slope stabilization method must be used
<input type="checkbox"/> Stabilize disturbed area within 48 hours after reaching final grade and establish vegetation
<input type="checkbox"/> Winter erosion controls required (October 15th – April 15th of each year)

A copy of this Review has been faxed to the Resident Engineer/District Tech	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A copy of this Review has been delivered to the Construction Env Eng (CEE)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Further Review by the CEE for EPSC Clearance is required*	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*If Yes, the site shall not be used until CEE review is complete; indicated by signature below

For Construction Environmental Engineer Use Only:			
EPSC Plan			
Area of Disturbance _____ (Acres)	Adjacent to Project Limit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VTrans Construction Acceptance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> With Conditions
Conditions: _____ _____			
Signature: _____			Date _____