

CHAPTER 2
ADVANCE NOTIFICATION

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2. ADVANCE NOTIFICATION

2-1 OVERVIEW

The Advance Notification (AN) process is charted in Figure 2.1. It is the means through which other Federal, State, and local agencies are informed of a proposed action by the Department of Transportation. It is also the process of giving notice of the Department's intent to apply for Federal-aid on a project. The AN process provides the initial opportunity for Federal, State, and local agencies to become involved early in the project development phase and share information with the Department concerning a proposed action and the geographic area potentially impacted. It is one mechanism used by the State of Florida to determine a proposed transportation improvement's consistency with Florida's Coastal Zone Management Program, hereafter referred to as the Florida Coastal Management Program (FCMP), for Federally-funded actions and its compliance and consistency with Local Government Comprehensive Plans approved by the Department of Community Affairs (DCA) under *Chapter 163, Florida Statutes (F.S.)*. In June of 2002 the Florida State Clearinghouse (SCH) and FCMP were transferred from the DCA to the Department of Environmental Protection (DEP). The AN process is required by the *President's Executive Order 12372* and the Governor's *Executive Order 95-359*.

The AN process is initiated by the Department at the commencement of the Preliminary Engineering (P.E.) phase of a project. It begins with the preparation of the AN package by the District which is forwarded to the SCH in the DEP. In addition, the District must send copies of the AN to the appropriate Regional Planning Council (RPC), Water Management District (WMD), and other local, State and Federal agencies at the local, regional, and national level. Duplication of the SCH's distribution is avoided, since the District's mailing list is included in the package forwarded to the SCH.

Distribution of the AN by the SCH is made to central units of State government that may have plans, programs, or projects affected by the Department's proposed action. A 60-day comment period (up to 75 days if requested in writing of the Department by the SCH) is afforded to allow for distribution and receipt of agency responses.

Comments received by the SCH are consolidated and transmitted to the Department for integration into project development. The DEP sends original responses to the District attached to a letter from the DEP which summarizes all comments from State agencies. When required, the letter from the DEP will also contain a determination of the project's consistency with The FCMP as required by *15 CFR 930*. Whenever a project is determined to be inconsistent with the FCMP, a letter of inconsistency will be issued by DEP pursuant to *15 CFR 930, Section 380.23, F.S.*

Agencies failing to respond by the end of the AN review period, but which have jurisdiction by law or are anticipated to have an interest in the proposed action, may be contacted directly (verbal or written form) by the District to solicit their comments. Once the AN response has been received by the Department from the DEP, the District completes the Environmental Class of Action Determination (Part 1, Chapter 3) and initiates the funding request from the Department's Federal-Aid Management Office, if appropriate.

2-2 PROCEDURE

2-2.1 Initiating the Advance Notification Process

The AN process is to be initiated at the earliest time (during the fiscal year that the P.E. phase is programmed) after the Department has made the decision to seek Federal-aid on a project or to process a non-Federal aid action.

The first step in initiating the AN process is to determine whether or not the AN process is applicable for a given project. **Part A** below includes project types for which an AN is required and for which subsequent sections in this chapter must be followed. **Part B** includes project types for which the AN process is not required and for which procedures in Part 1, Chapter 3 can be applied after the applicability determination. **Part C** is a list of situations when the AN process should be re-initiated. If there is doubt as to whether or not the AN process is appropriate for a project then the AN package is prepared.

Part A. Transportation Projects Subject to the Advance Notification Process

An AN must be provided on the following:

1. Highway section entirely or generally in a new location.
2. Major upgrading of an existing highway section resulting in a change in the functional characteristics (e.g., a local road becoming an arterial highway), or a significant change in access (e.g., adding or modifying interchanges).
3. A highway section that is likely to have a significant impact on the social, cultural, or natural environment of the nation, State, or locality. This impact could include, but is not limited to:
 - a. A highway section that divides or disrupts orderly, planned development or is likely to entail controversy over relocation of homes or businesses or might conflict with some of the plans and/or goals of the community.
 - b. A highway section significantly affecting historic or conservation lands (public or private) including, but not limited to, **Section 4(f)** cases.
 - c. A highway section located within a designated sole source aquifer.
 - d. A highway section which is inconsistent with any national, state, or local regulation relating to the environment or is likely to have a detrimental impact on the environment (e.g., water, air, or noise pollution is significantly increased).
4. Construction or reconstruction of waterway (river, stream, canal, etc.) or wetland crossings of the magnitude that a State or Federal permit would be required.
5. All non-Federally funded projects requiring the preparation of a **State Environmental Impact Report (SEIR - Part 1, Chapter 13)**.

6. Other projects which, in the judgment of the Department, are likely to involve controversy, substantial environmental alteration, or other community impacts.

Part B. Transportation Projects Exempt From the Advance Notification Process

The following projects are exempt from the AN process in accordance with a *Memorandum of Understanding between the Florida Department of Transportation and the Florida Department of Community Affairs (July 29, 1997)*:

1. Modernization requiring no additional right of way on existing highways by resurfacing, minor right-of-way acquisition, widening less than a single lane width, adding shoulders, landscaping, rest areas in a non-urbanized area, adding auxiliary lanes for localized purposes (turn lanes, weaving, climbing, speed change, etc.), increasing superelevations, skid hazard resurfacing, restoration and rehabilitation, median development, bridge widening (unless permits are required), additional bridge deck pavement layers.
2. Lighting, signing, pavement markings, signalization, freeway surveillance and control systems, railroad protective devices, break-away posts, progressive signal systems, pedestrian safety improvements.
3. Safety projects, and others such as grooving, glare screen, safety barriers, guardrails, energy attenuators, removal of signs, removal of roadside obstacles, removal of trees, addition of fog devices, correction of road safety hazards.
4. Reconstruction of existing crossroad or railroad separations, railway / highway crossings, minor improvement or replacement of existing drainage structures, minor alterations or extensions of existing highway.
5. All Non-Major State Actions.

Part C. Transportation Projects Subject to Reprocessing in the Advance Notification Process

Situations may occur on projects whereby the AN process should be repeated. When these situations occur, an AN should be prepared in accordance with Section 2-2.2. The transmittal letter should make reference to the earlier AN (including the State Application Identifier number) and the reasons the new AN is being processed. Those situations which require the processing of a new AN are:

1. Four years have elapsed since the previous AN process was completed and an environmental document has not been approved for public availability.
2. The project termini have changed, but not expanded.
3. The project concepts have changed (e.g., number of lanes, adding interchanges, etc.).

2-2.2 Preparation of the Advance Notification Package

The AN Package consists of a transmittal letter, *Application For Federal Assistance*, *Department Project Fact Sheet*, and *Location Map*. In addition, a list of local regional and federal agencies receiving the AN distributed by the District must be provided with the transmittal letter.

2-2.2.1 Transmittal Letter

A sample copy of the transmittal letter is shown in figure 2.2.

The AN package transmittal letter is addressed to:

Florida State Clearinghouse
Department of Environmental Protection/OIP
3900 Commonwealth Boulevard, Mail Station 47
Tallahassee, Florida 32399-3000

The SUBJECT contains the common name of the project, Federal-aid project number (if applicable), financial project number, County of project, and location.

The content of the transmittal letter should contain wording to the effect of:

*"The attached Advance Notification package is forwarded to your office for processing through appropriate State agencies in accordance with **Executive Order 95-359**. Distribution to local and Federal agencies is being made as noted."*

"Although more specific comments will be solicited during the permit coordination process, we request that permitting and permit reviewing agencies review the attached information and furnish us with whatever general comments they consider pertinent at this time."

If Federal funding participation is anticipated for any phase through construction then add the following statement:

"This is a Federal-aid action and the Florida Department of Transportation, in consultation with the Federal Highway Administration, will determine what degree of environmental documentation will be necessary. The determination will be based upon in-house environmental evaluations and comments received through coordination with other agencies. Please provide a consistency review for this project in accordance with the State's Coastal Zone Management Program.

*In addition, please review this improvement's consistency, to the maximum extent feasible, with the approved Comprehensive Plan of the local government jurisdiction(s) pursuant to **Chapter 163, Florida Statutes**."*

If a project is non-Federally funded then include the following statement:

"This is a non-Federal aid action and the Florida Department of Transportation, will determine what degree of environmental documentation will be necessary. The determination will be based upon in-house environmental evaluations and

comments received through coordination with other agencies. A consistency review for this project in accordance with 15 CFR 930 is not required, because no Federal funds are involved.

*In addition, please review this improvement's consistency, to the maximum extent feasible, with the approved Comprehensive Plan of the local government jurisdiction(s) pursuant to **Chapter 163, Florida Statutes.**"*

All transmittal letters must include the following statements:

"We are looking forward to receiving your comments on the project within 60 days. Should additional review time be required, a written request for an extension of time must be submitted to our office within the initial 60-day comment period."

Your comments should be addressed to:

District Environmental Management Office Engineer/Manager
Florida Department of Transportation
Post Office Box XXXX
District /City, Florida XXXXX

Your expeditious handling of this notice will be appreciated.

Sincerely,

District Environmental Management Office
Engineer/Manager

In addition, a list of local, regional, and Federal agencies receiving the AN distributed by the District must be provided with the transmittal letter. Figures 2.5 thru 2.8 provide contact information for the AN mailing list and information to determine applicable offices/districts for AN distribution for the U.S. Fish and Wildlife Service (FWS), U.S. National Marine Fisheries Service (NOAA Fisheries), U. S. Coast Guard (USCG), and Water Management Districts (WMDs).

2-2.2.2 Advance Notification Fact Sheet

Conceptual design, work program, and environmental information is to be provided on the *AN Fact Sheet* suggested format shown in Figure 2.3. This Fact Sheet serves to provide a very quick overview of the project and potential involvement with environmental resources in the vicinity of the project. The Fact Sheet will enable review agencies to have project information in hand during their field and desk-top reviews. The Fact Sheet should not contain significance determinations or draw conclusions on impacts.

The following information should be provided for each block on the Fact Sheet and is enumerated in the same order as on the Fact Sheet.

- 1. Need for Project:** Identify the need for the project (i.e., structural deficiencies, deficient level of service, etc.) and state if project is consistent with the DCA approved Local Government Comprehensive Plan required under *Chapter 163, F.S.* State if the proposed improvement has been found consistent with the Local Government Comprehensive Plan through DCA's review

of the tentative Work Program pursuant to *Section 339.135(4)(f), F.S.* For urbanized areas, determine if the improvement is consistent with the approved comprehensive (Long Range) transportation plan of the Metropolitan Planning Organization (MPO). Identify that the improvement is contained in the Gubernatorially-approved *Transportation Improvement Program (TIP)* for the urbanized area. For ozone non-attainment areas, specify if the improvement is a transportation control measure consistent with the *State Implementation Plan (SIP)*. Indicate if the improvement is part of an MPO-approved *Congestion Management System*, and if the improvement is contained in a Federally-approved conforming *TIP*.

2. Description of Project:

- a. Project limits (as reached through agreement with FHWA if Federal funding participation is anticipated). Refer to and attach a project location map (Figure 2.11).
- b. Proposed improvements, such as addition of lanes, number of lanes, and major structural components, such as bridges, ramps, etc.
- c. List other associated projects (such as planned or recently permitted segments of the same road), financial project numbers, and a description of previous coordination efforts.

3. Environmental Information:

- a. **Land Uses:** Provide a general description of major usages in the project area.
- b. **Wetlands:** Provide a preliminary evaluation of potential involvement with wetland resources within at least 500 feet of the proposed project. Identify the location of jurisdictional wetlands of the Department of Environmental Protection, WMDs, local government agencies, and/or the U.S. Army Corps of Engineers (COE).
- c. **Floodplains:** State that the project is in the base floodplain or involves a regulated floodway.
- d. **Wildlife and Habitat:** Identify critical habitat involved with the project; species inhabiting or those that migrate through the project corridor, including threatened and endangered species.
- e. **Outstanding Florida Waters:** Identify any Outstanding Florida Waters in the project vicinity and potential for involvement.
- f. **Aquatic Preserves:** Identify any Aquatic Preserves in the project vicinity and potential for involvement.
- g. **Coastal Zone Consistency Determination:** State if the project, as required by *15 CFR 930*, is subject to a consistency review, and identify those projects which significantly affect coastal waters and the adjacent shorelands subject to coastal consistency review.
- h. **Cultural Resources:** Identify any known sites listed or eligible for listing on *The National Register of Historic Places* that are within the vicinity of the proposed project.

This includes historic districts, objects, archaeological remains, and historic structures, including bridges. Also identify any public parks, publicly-owned recreation areas, and wildlife or waterfowl refuges located within the vicinity of the proposed project. State that a Cultural Resource Survey will be conducted for the project.

- i. **Coastal Barrier Resources:** Determine if a project is located in the vicinity of, or is located within, a coastal barrier resource as defined by the *Governor's Executive Order 81-105* and the *Federal Coastal Barrier Resources Act (CBRA)*.
- j. **Contamination:** Identify by industry or commercial type any known Hazardous Material Generators and/or potentially contaminated sites (i.e., petroleum) within the vicinity of the project. State that a Contamination Screening Evaluation will be conducted on the project.
- k. **Sole Source Aquifer:** Identify whether the project is located within a sole source aquifer; and state the name of the sole source aquifer.
- l. **Noise:** Identify the likelihood of significant noise impacts and state whether or not a detailed noise study will be performed.
- m. **Essential Fish Habitat:** Identify any Essential Fish Habitat in the project vicinity and potential for involvement with managed species inhabiting, or migrating through the project vicinity as required by the *Magnuson-Stevens Fishery Conservation Management Act (MSFCMA)*. Identify possible involvement with Habitat Areas of Particular Concern (HAPCs).
- n. **Other topics or comments:** Identify other topics relevant to the project that may involve other agency jurisdictions and provide any additional comments which will facilitate understanding of the project.

4. Navigable Waterways:

If the project involves a crossing of a navigable waterway, mark "Yes", send a copy of the AN package to the U.S. Coast Guard (USCG), and make the following statement:

"A determination will be made later in the project study under 23 CFR 650, Subpart H, Section 650.805, regarding whether or not a U.S. Coast Guard permit is required."

If the project does not involve a navigable waterway then mark "No". A copy of the AN package is not sent to USCG.

5. Permits Required: List all permits potentially required.

2-2.2.3 Application for Federal Assistance

An Application for Federal Assistance (Figure 2.4) is completed as follows:

- 1Put an X in box by Application / Construction.
- 2aEnter date the form is completed.

- 2bEnter Financial Project Number.
- 3Leave blank.
- 4Leave blank.
- 5aEnter Florida Department of Transportation.
- 5bEnter Office of Design.
- 5cEnter 605 Suwannee Street - Tallahassee - Leon - Florida - 32399-0450.
- 5dEnter name, title and telephone number of the District Environmental Management Office Manager.
- 6Enter 59-6001874.
- 7Enter A in box.
- 8Put an X in box beside New.
- 9Enter U.S. Department of Transportation.
- 10aEnter 20 - 205 in boxes.
- 10bEnter Title: "Highway Planning and Construction."
- 11Enter Financial Project Number.
- 12Enter name of County in which project is located and Florida.
- 13aEnter the approximate date the project is expected to begin (usually associated with estimated date of availability of funding for the PD&E phase).
- 13bEnter the date 24 months after start date.
- 14aLeave blank.
- 14bEnter Congressional District(s) where project is located.
(For location of Congressional Districts, see Figure 2.10)
- 15aEnter amount requested or to be contributed from the Federal agency.
- 15bLeave blank.
- 15cEnter the amount of State matching funds.
- 15d-fLeave blank.
- 15gEnter the total project funds.
- 16aEnter date same as in 2a above.
- 16bLeave blank.
- 17Put an X in box beside No.
- 18aEnter the name of District Environmental Management Office Engineer/Manager.
- 18bEnter the title.
- 18cEnter telephone number.
- 18dSignature of District Environmental Management Office Engineer/Manager.
- 18eEnter date signed.

2-2.2.4 Location Map

A project Location Map is also included (Figure 2.10). The map should include-Federal-aid project numbers (if applicable), and Financial project numbers, State Road number and project's common name, City and/or County, and arrows showing beginning and ending of project. Also, reference the name(s) of the Quadrangle Map(s) involved with the project's location.

2-2.3 Distribution of Advance Notification

The District forwards the original and ten (10) copies of the completed AN Package to the SCH. The SCH forwards the AN to various offices of State government. Also, the District forwards copies of the AN directly to the appropriate agencies listed in Figure 2.5 and any appropriate local government officials and representatives. Figures 2.6-2.9 are provided to help determine applicable offices/districts for AN distribution/notification.

If a Federal permit (i.e., COE and/or USCG) is required, then send a copy of the AN Package to the Federal permit agency.

2-2.4 Distribution of Responses

At the end of the 60-day response period (or longer if requested of the Department by the SCH), the SCH consolidates the State agency comments and transmits them to the appropriate District. Along with transmitting State agency comments, the SCH summarizes those comments in its cover letter. The cover letter also contains a determination of the project's consistency with the FCMP when applicable, and to the maximum extent feasible, with the approved comprehensive plan of the local government jurisdiction(s) pursuant to *Chapter 163, F.S.*

Upon receipt, the District reviews the comments from other local and Federal agencies and completes the Environmental Class of Action Determination as discussed in Part 1, Chapter 3-2.2.

2-2.5 Mediation/Conflict Resolution

If there is a conflict among agencies at the AN phase, the agency whose response is in question is contacted by the District and coordination is provided at the staff level. If there is no resolution at the staff level, then the SCH is contacted by the District and the conflict resolution process begins (Figure 2.1). If the comment of an agency is contrary to established Department policy, as prescribed by a policy statement, procedure, manual or standard of the Department, then the District must consult with the Central Environmental Management Office (CEMO) and solicit their input and/or participation in interagency discussions to resolve conflicting policy issues and areas of interagency disagreement.

The Clearinghouse will become involved in mediation under the following circumstances:

1. If an applicant or reviewer requests Clearinghouse involvement when there has been no suitable resolution to an application deficiency or need for additional information.
2. If the Clearinghouse receives a project which it deems controversial. An RPC may also notify the Clearinghouse of a problem it is having with either a local applicant or a state agency, or if receives a project which it deems controversial.
3. If there is a potential negative comment or finding of inconsistency from a reviewer.

In each case, the Clearinghouse will work with the affected parties in as timely a manner as possible to meet review deadlines.

If a state agency's comments are in conflict with another state agency's comments or a project is in conflict with a locally originated project, conflict resolution will take place as follows:

1. STATE CLEARINGHOUSE - Reviewer and applicant will attempt to resolve the conflict(s). The Clearinghouse, acting through the Department of Environmental Protection, will become involved as indicated above.
2. DIRECTOR, OFFICE OF POLICY AND BUDGET, EXECUTIVE OFFICE OF THE GOVERNOR (OPB) - If the conflict cannot be resolved at the Clearinghouse level, the Clearinghouse will bring the problem to the attention of the Director of OPB and will initiate mediation of the conflict. An agency head may also initiate mediation of the conflict or contact the Clearinghouse for assistance. The Clearinghouse will be a party to any discussions and proposed resolutions.
3. GOVERNOR - In those cases where no resolution has taken place between the agency head(s) and the Director of OPB, the Governor will be asked to make the final decision.

In those cases where conflict resolution of State problems involves Federal mediators, the Federal requirements supersede State procedures. However, the State participant must notify the SCH of such ongoing negotiations during all phases of the proceedings. In conflict situations which involve a local applicant or reviewer and a State agency, the procedures described above apply.

In addition to review and problem mediation, the SCH may also provide a State Process Recommendation (SPR). A SPR is a letter issued by the Clearinghouse expressing the state's support for or opposition to a proposed project or activity. Most SPRs are in the form of inconsistency determinations for projects or activities that are inconsistent with the Florida Coastal Management Program.

The SPR may reflect the views or opinions of all the reviewing agencies agree, or it may represent a particular view with some reviewing agencies differing from that view. The Clearinghouse will make the final determination of which comments to include in the letter.

The SCH will prepare State Process Recommendations in the following instances:

1. In those cases where a project is of such a nature as to require an unresolved negative comment from the State.
2. In those cases where a State affirmation is required for the grant to be funded.
3. In those cases where a State agency, a RPC, or an applicant requests that a SPR be drafted.

According to the final rules, when a State forwards a SPR to a Federal agency, the Federal agency must either:

1. Accept the recommendations,
2. Reach a mutually agreeable solution, or
3. Provide the SCH with a written explanation of non-accommodation. Additionally, the Federal agency will not initiate Federal action which has drawn a non-accommodation response for at least ten days after the SCH receives the explanation.

If the problem involves an RPC and a local applicant, the RPC will use its own procedures and mediation rules to attempt to resolve the conflict. This includes staff-level discussions, playing a mediator role between an applicant and a community objector, or providing a hearing during an RPC meeting. If such attempts fail, the RPC may notify the Clearinghouse of the need for state-level mediation. In those cases, the Clearinghouse will become involved and will assume the role of negotiator.

Agencies failing to respond by the end of the AN review period, but which have jurisdiction by law or are anticipated to have an interest in the proposed action, may be contacted directly (verbal or written form) by the District to solicit their comments. Once the AN response has been received by the department from the DEP, the District completes the Environmental Class of Action Determination (Part 1, Chapter 3) and initiates the funding request from the Department's Federal-Aid Management Office, if appropriate.

2-3 REFERENCES

1. *15 CFR Part 930, 197, Federal Consistency With Approved Coastal Management Programs (Subpart F).*
2. *Federal Register, 1982, Presidential Executive Order 12372. FR Vol. 47, No. 137.*
3. *Florida Department of Environmental Protection, State Clearinghouse Manual, Online at: http://www.dep.state.fl.us/secretary/oip/state_clearinghouse/manual.htm*
4. *Florida Department of Transportation and Florida Department of Community Affairs, July 29, 1997, Memorandum of Understanding on Advance Notification.*
5. *Intergovernmental Programs Procedure and Reference Manual . Online at: <http://www.dep.state.fl.us/secretary/oip/manual/manual.htm#purpose>*
6. *State of Florida, Office of the Governor, September 29, 1997, Executive Order 95-359.*

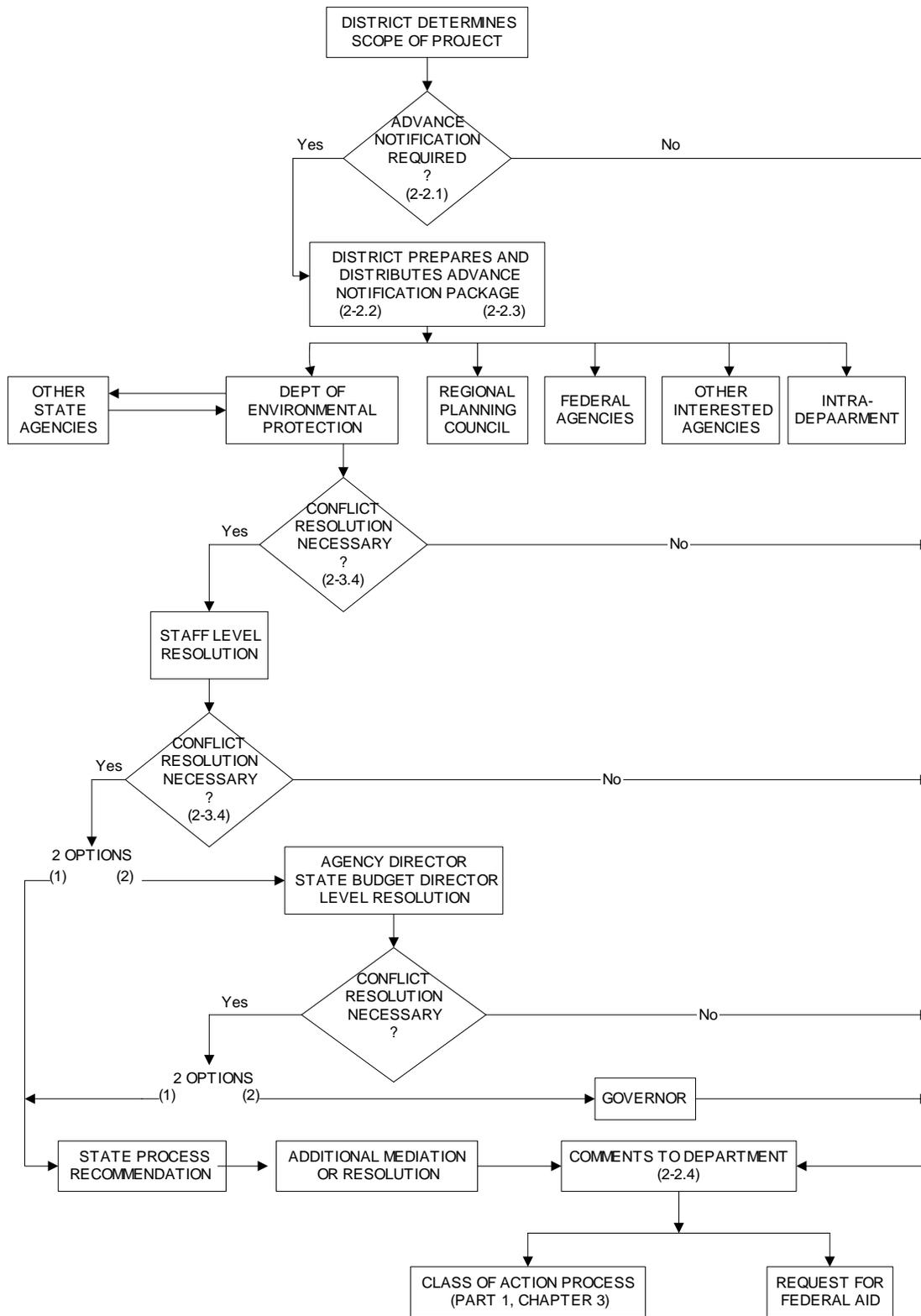


FIGURE 2.1 Advance Notification Process



FLORIDA DEPARTMENT OF TRANSPORTATION

605 Suwannee Street, Tallahassee, Florida 32399-0450

GOVERNOR

Secretary

(DATE)

Florida State Clearinghouse
Department of Environmental Protection
3900 Commonwealth Boulevard
Mail Station 47
Tallahassee, Florida 32399-3000

Dear:

SUBJECT : Advance Notification
Federal Aid Project Number X-XXX(X)-X
Financial Project Number XXXXXXXXXXXXX
_____ County, Florida

The attached Advance Notification Package is forwarded to your office for processing through appropriate State agencies in accordance with **Executive Order 95-359**. Distribution to local and Federal agencies is being made as noted.

Although more specific comments will be solicited during the permit coordination process, we request that permitting and permit reviewing agencies review the attached information and furnish us with whatever general comments they consider pertinent at this time.

(If Federal funding participation is anticipated for any phase through construction, then add the following statement):

"This is a Federal-aid action and the Florida Department of Transportation, in consultation with the Federal Highway Administration, will determine what degree of environmental documentation will be necessary. The determination will be based upon in-house environmental evaluations and comments received through coordination with other agencies. Please provide a consistency review for this project in accordance with the State's Coastal Zone Management Program.

*In addition, please review this improvement's consistency, to the maximum extent feasible, with the approved Comprehensive Plan of the local government jurisdiction(s) pursuant to **Chapter 163, Florida Statutes.**"*

FIGURE 2.2 Advance Notification Transmittal Letter to the State Clearinghouse (continued)
Florida State Clearinghouse

(Date)
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If a project is non-Federally funded, then include the following statement:

"This is a non-Federal aid action and the Florida Department of Transportation, will determine what degree of environmental documentation will be necessary. The determination will be based upon in-house environmental evaluations and comments received through coordination with other agencies. A consistency review for this project in accordance with 15 CFR 930 is not required, because no Federal Funds are involved.

*In addition, please review this improvement's consistency, to the maximum extent feasible, with the approved Comprehensive Plan of the local government jurisdiction(s) pursuant to **Chapter 163, Florida Statutes.**"*

(All transmittal letters must include the following statement):

"We are looking forward to receiving your comments on the project within 60 days. Should additional review time be required, a written request for an extension of time must be submitted to our office within the initial 60 day comment period".

Your comments should be addressed to:

District Environmental Management Office Engineer/Manager
Florida Department of Transportation
Post Office Box XXXX
District / City, Florida XXXXX

Your expeditious handling of this notice will be appreciated.

Sincerely,

District Environmental Management Office
Engineer/Manager

Attachment

FIGURE 2.2 Advance Notification Transmittal Letter to the State Clearinghouse (continued)

MAILING LIST

cc :

Federal Highway Administration, Division Administrator (Federal - aid projects only)
Federal Emergency Management Agency - Mitigation Division, Chief
Federal Railroad Administration - Office of Economic Analysis, Director
U.S. Department of Interior - Bureau of Land Management, Eastern States Office
U.S. Department of Housing and Urban Development, Regional Environmental Officer
U.S. Department of Interior - U.S. Geological Survey Chief
U.S. Environmental Protection Agency - Region IV, Regional Administrator
U.S. Department of Interior – U.S. Fish and Wildlife Service, Field Supervisor
U.S. Army Corps of Engineers - Regulatory Branch, District Engineer
U.S. Department of Commerce - National Marine Fisheries Service - Habitat Conservation Division
U.S. Department of Agriculture - Southern Region, Regional Forester
U.S. Department of Interior - National Park Service - Southeast Regional Office
U.S. Department of Commerce - National Oceanic and Atmospheric Administration
Federal Aviation Administration - Airports District Office
U.S. Department of Health and Human Services – National Center for Environmental Health
U.S. Department of Interior - Bureau of Indian Affairs - Office of Trust Responsibilities
U.S. Coast Guard - Commander (obr) - Eighth District
U.S. Coast Guard - Commander (oan) - Seventh District
Poarch Band of Creek Indians of Alabama
Muscogee (Creek) Nation of Oklahoma
Seminole Tribe of Florida
Miccosukee Tribe of Indians of Florida
Seminole Nation of Oklahoma
Florida Fish and Wildlife Conservation Commission - Office of Environmental Services
Regional Planning Council
Water Management District
Engineer/Manager, Environmental Management Office
Local Government Officials

FIGURE 2.2 Advance Notification Transmittal Letter to the State Clearinghouse (concluded)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
ADVANCE NOTIFICATION FACT SHEET

1. Need for Project :
2. Description of the Project :
3. Environmental Information : a. Land Uses : b. Wetlands : c. Floodplains : d. Wildlife and Habitat : e. Outstanding Florida Waters : f. Aquatic Preserves : g. Coastal Zone Consistency Determination is Required : ___ Yes ___ No h. Cultural Resources : i. Coastal Barrier Resources : j. Contamination : k. Sole Source Aquifer: l. Noise m. Essential Fish Habitat: Other Comments :
4. Navigable Waterway Crossing ? ___ Yes ___ No
5. List Permits Required :

FIGURE 2.3 Advance Notification Fact Sheet

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
Organizational DUNS:		Department:	
Address: Street:		Division:	
City:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
County:		Prefix:	First Name:
State:		Middle Name	
Zip Code	Last Name		
Country:	Suffix:		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): □□-□□□□□□□□		Email:	
8. TYPE OF APPLICATION: If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) □ □		Phone Number (give area code)	Fax Number (give area code)
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): □□-□□□□		7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify)	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):		9. NAME OF FEDERAL AGENCY:	
13. PROPOSED PROJECT Start Date: Ending Date:		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
15. ESTIMATED FUNDING:		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project	
a. Federal	\$.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
b. Applicant	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No	
c. State	\$.00	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
d. Local	\$.00	a. Authorized Representative	
e. Other	\$.00	Prefix First Name Middle Name	
f. Program Income	\$.00	Last Name Suffix	
g. TOTAL	\$.00	b. Title c. Telephone Number (give area code)	
		d. Signature of Authorized Representative e. Date Signed	

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Prescribed by OMB Circular A-102

FIGURE 2.4 Application for Federal Assistance

FEDERAL AGENCIES

<p>Division Administrator Federal Highway Administration 227 N. Bronough Street, Room 2015 Environmental Protection Agency Tallahassee, FL 32301-2015 (850) 942-9650 (Federal-aid projects only)</p>	<p>Regional Administrator Region IV U.S. Environmental Protection Agency 61 Forsyth Street SW Atlanta, GA 30303-3104 (404) 562-9900</p>
<p>Chief Mitigation Division Federal Emergency Management Agency 3003 Chamblee Tucker Road Atlanta, GA 30341-4148 (770) 220-5200</p>	<p>Field Supervisor U.S Fish & Wildlife Service North Florida Ecological Services Field Office 6620 Southpoint Drive South, Suite 310 Jacksonville, FL 32216-0912 (904) 232-2580</p>
<p>Director Federal Railroad Administration 61 Forsyth Street SW, Suite 16T20 Atlanta, GA 30303-3104 (404) 562-3800</p>	<p>Field Supervisor U. S Fish & Wildlife Service Panama City Ecological Services Office 1601 Balboa Avenue Panama City, FL 32405 (850) 769-0552</p>
<p>Director Eastern States Office Bureau of Land Management U.S. Department of Interior 411 Brairwood Drive, Suite 404 Jackson, MS 39206 (601) 977-5400</p>	<p>Field Supervisor U.S. Fish & Wildlife Service South Florida Ecological Services Office 1339 20th Street Vero Beach, FL 32960 (727) 562-3909</p>
<p>Regional Environmental Officer U.S. Dept. of Housing and Urban Development Five Points Plaza 40 Marietta St. Atlanta, GA 30303-2086 (404) 331-4111</p>	<p>District Engineer Regulatory Branch U.S. Army Corps of Engineers 701 San Marco Blvd. Jacksonville, FL 32207</p>
<p>Chief Review Unit U.S. Geological Survey Chief U.S. Dept of Interior, Room 2D318 12201 Sunrise Valley Drive Reston, VA 20192</p>	<p>Area Supervisor Habitat Conservation Division National Marine Fisheries Service Southeast Regional Office 9721 Executive Center Drive N. St. Petersburg, FL 33702 (727) 570-5333</p>

FIGURE 2.5 Advance Notification Mailing List (continued)

FEDERAL AGENCIES

<p>Regional Forester Southern Region U.S. Department of Agriculture 720 Peachtree Road, NW Atlanta, GA 30309 (Only when project may involve a National Forest)</p>	<p>Airports District Office Federal Aviation Administration 5950 Hazeltine National Dr., Citadel International Building, Suite 400 Orlando, FL 32822</p>
<p>Southeast Regional Office National Park U.S. Department of Interior 100 Alabama Street, SW Building 1924 Atlanta, GA 30303 (404) 562-3100</p>	<p>National Center for Environmental Health Centers for Disease Control and Prevention U. S. Dept. of Health and Human Services 4770 Buford Highway, NE Atlanta, GA 30341-3724</p>
<p>Director National Marine Fisheries U.S. Department of Commerce 1315 East West Highway, SSMC3 Silver Spring, MD 20910</p>	<p>Chief Environmental Services Staff Office of Trust Responsibilities Bureau of Indian Affairs U.S. Department of Interior Room 4560, Interior Building 18th and C Streets, NW Washington, D.C. 20245-0001 (Only when a project may potentially involve Indians)</p>
<p>U. S. COAST GUARD DISTRICTS</p>	
<p>(FDOT Districts 1,2,4,5,6,7) Seventh District Commander (oan) U.S. Coast Guard Brickell Plaza 909 S.E. First Avenue Miami, FL 33131-3050 (305) 536-5621</p>	<p>(FDOT District 3 and parts of 2) Eighth District Commander (obr) U.S. Coast Guard Hale Boggs Federal Building 500 Camp Street New Orleans, LA 70130-3396 (504) 589-2965</p>

FIGURE 2.5 Advance Notification Mailing List (continued)

**FEDERALLY RECOGNIZED TRIBES CULTURALLY
AFFILIATED WITH FLORIDA DISTRICTS**

Poarch Band of Creek Indians of Alabama

The Honorable Eddie Tullis, Chairperson
Poarch Band of Creek Indians of Alabama
5811 Jack Springs Road
Atmore, AL 36502

Muscogee (Creek) Nation of Oklahoma

The Honorable A.D. Ellis, Principal Chief
Muscogee (Creek) Nation of Oklahoma
P. O. Box 580
Okmulgee, OK 74447

Seminole Tribe of Florida

The Honorable Mitchell Cypress, Chairperson
Seminole Tribe of Florida
6300 Stirling Road
Hollywood, FL 33024

Miccosukee Tribe of Indians of Florida

The Honorable Billy Cypress, Chairperson
Miccosukee Tribe of Indians of Florida
P. O. Box 440021
Tamiami Station
Miami, FL 33144

Seminole Nation of Oklahoma

Mr. Kenneth Chambers, Principal Chief
Seminole Nation of Oklahoma
P.O. Box 1498
Wewoka, OK 74884

FIGURE 2.5 Advance Notification Mailing List (continued)

LOCAL AGENCIES

REGIONAL PLANNING COUNCILS
(all addressed to the Executive Director)

Regional Planning Council	District	Member Counties	Address
West Florida	1	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, Washington	3435 North 12 Avenue Pensacola, FL 32503 (850) 226-8914
Apalachee	2	Calhoun, Franklin, Leon, Gadsden, Gulf, Jefferson, Jackson, Wakulla, Liberty	20776 E. Central Ave., Suite 1 Blountstown, FL 32424 (850) 674-4571
North Central Florida	3	Alachua, Bradford, Union, Columbia, Hamilton, Lafayette, Madison, Dixie, Suwannee, Taylor, Gilchrist	2009 NW 67 th Place, Suite A Gainesville, FL 32653-1603 (352) 955-2200
Northeast Florida	4	Baker, Clay, Duval, Nassau, Flagler, St. Johns, Putnam	6850 Belfort Oaks Place Jacksonville, FL 32216 (904) 279-0880
Withlacoochee	5	Citrus, Hernando, Levy, Marion, Sumter	1241 S.W. 10th Street Ocala, FL 34474-2798 (352) 732-1315
East Central Florida	6	Brevard, Volusia, Orange, Osceola, Seminole, Lake	631 N. Wymore Road, Suite 100 Maitland, FL 32751 (407) 623-1075
Central Florida	7	DeSoto, Highlands, Polk, Hardee, Okeechobee	555 E. Church Street Bartow, FL 33830-3931 (800) 297-8041
Tampa Bay	8	Hillsborough, Manatee, Pasco, Pinellas	4000 Gateway Centre Blvd., Suite 100 Pinellas Park, FL 33782 (727) 570-5151
Southwest Florida	9	Charlotte, Collier, Lee, Glades, Hendry, Sarasota	Post Office Box 3455 N. Ft. Myers, FL 33918-3455 (239) 656-7720
Treasure Coast	10	Indian River, Martin, Palm Beach, St. Lucie	301 E. Ocean Blvd., Suite 300 Stuart, FL 34994 (772) 221-4060
South Florida	11	Broward, Dade, Monroe	3440 Hollywood Boulevard, Suite 140 Hollywood, FL 33021 (800) 985-4416

FIGURE 2.5 Advance Notification Mailing List (continued)

STATE AGENCIES

**FLORIDA FISH AND WILDLIFE
AND CONSERVATION COMMISSION**

Director
Office of Environmental Services
620 South Meridian Street
Tallahassee, FL 32399-1600
(850) 922-5679

FLORIDA INLAND NAVIGATION DISTRICT

c/o Mr. David Roach
1314 Marcinski Road
Jupiter, FL 33477
(561) 627-3386

**WATER MANAGEMENT DISTRICTS
DISTRICT OFFICES**

(all addressed to the Executive Director)

Northwest Florida
81 Water Management Division
Havana, FL 32333

St. Johns River
Post Office Box 1429
Highway 100 West
Palatka, FL 32178-1429

Southwest Florida
2379 Broad Street
Brooksville, FL 34604-6899

Suwannee River
9225 County Road 49
Live Oak, FL 32060

South Florida
3301 Gun Club Road
West Palm Beach, FL 33416-4680

(See figure 2.8 for Water Management District Boundaries)

Any other association, governmental unit, or organization that is anticipated to have an interest in, or be affected by, the project should be sent a copy of the Advance Notification.

FIGURE 2.5 Advance Notification Mailing List (concluded)

**U.S. FISH AND WILDLIFE SERVICE
FIELD OFFICES**

**PANAMA CITY
(FDOT District 3)**

Field Supervisor
U.S. Fish & Wildlife Service
Panama City Ecological Services Office
1601 Balboa Avenue
Panama City, FL 32405-3721
Phone: (850) 769-0552

**JACKSONVILLE
(FDOT Districts 2, 5, 7, 1 (Manatee Co. only))**

Field Supervisor
U.S. Fish & Wildlife Service
North Florida Field Office
6620 Southpoint Drive South.
Suite 310
Jacksonville, FL 32216-0958
Phone: (904) 232-2580

**VERO BEACH
(FDOT Districts 6, 4, 1, 5 (Osceola Co. only))**

Field Supervisor
U. S. Fish & Wildlife Service
South Florida Ecological Services Office
1339 20th Street
Vero Beach, FL 32960
Phone: (727) 562-3909

FIGURE 2.6 U. S. Fish and Wildlife Service Field Offices

**NATIONAL MARINE FISHERIES SERVICE
BRANCH OFFICE**

PANAMA CITY BRANCH OFFICE (FDOT District 2(Gulf coast only) and District 3)

National Marine Fisheries Service
Habitat Conservation Division
3500 Delwood Beach Road
Panama City, FL 32408
(850) 234-5061

Send copies of AN package to Panama City Branch Office on all projects and to the following office for applicable Counties

ST. PETERSBURG

(FDOT Districts 1 and 7)

National Marine Fisheries Service
Habitat Conservation Division
9721 Executive Center Dr., N
St. Petersburg, FL 33702-2342
(727) 570-5311

MIAMI

(FDOT Districts 4 and 6)

National Marine Fisheries Service
Habitat Conservation Division
11420 N. Kendall Drive, Suite 103
Miami, FL 33716
(305) 595-8352

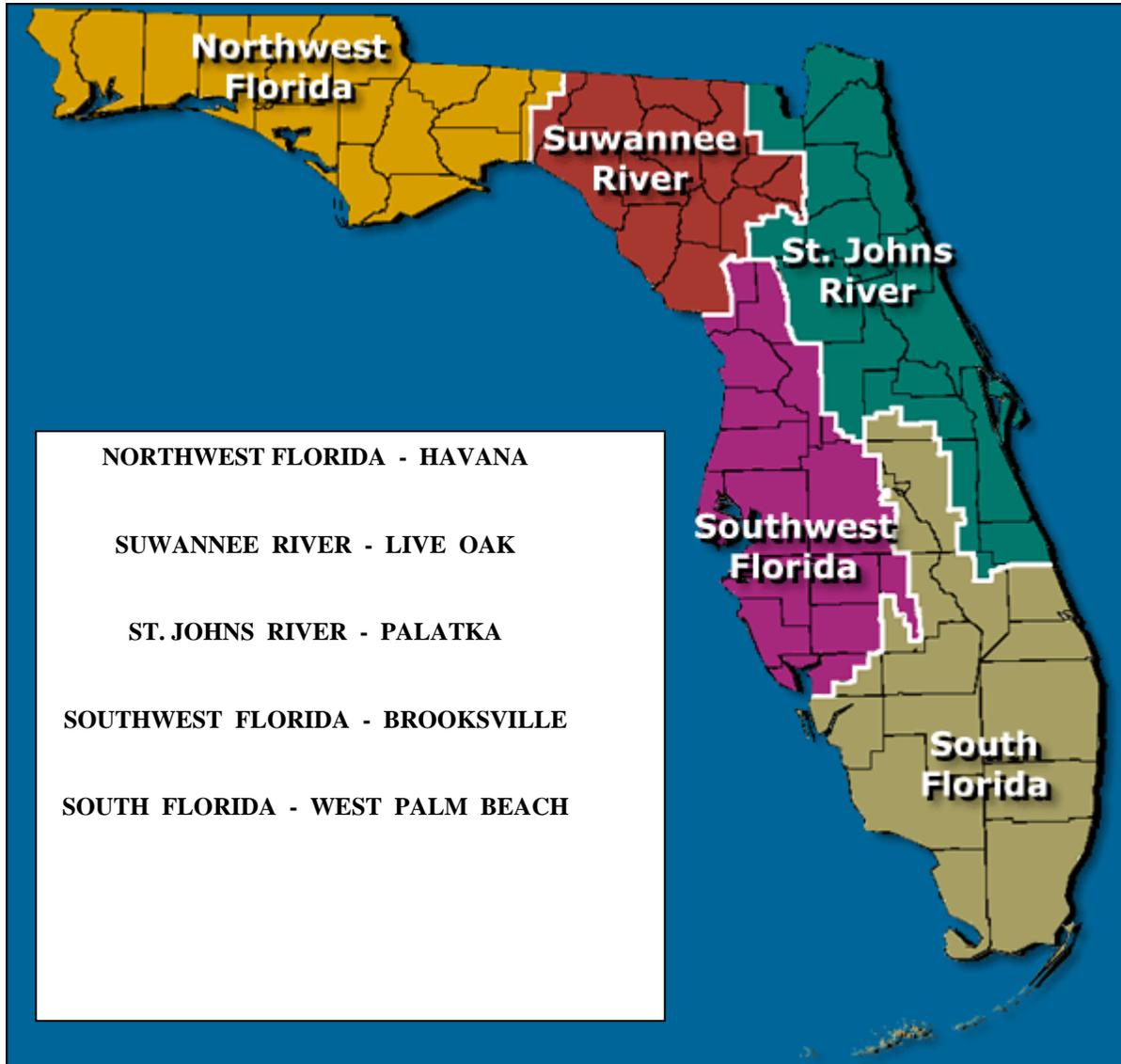
JACKSONVILLE

(FDOT District 2 (Atlantic Coast only) and District 5)

National Marine Fisheries Service
Habitat Conservation Division
c/o U.S. Fish & Wildlife Service
6620 Southpoint Dr, S., Suite 310
Jacksonville, FL 32216-0958
(904) 232-2580 x 138

FIGURE 2.7 National Marine Fisheries Service Branch Office

**WATER MANAGEMENT DISTRICTS
DISTRICT OFFICES AND BOUNDARIES**



SOURCE: Florida Department of Environmental Protection

FIGURE 2.8 Water Management District Offices and Boundaries

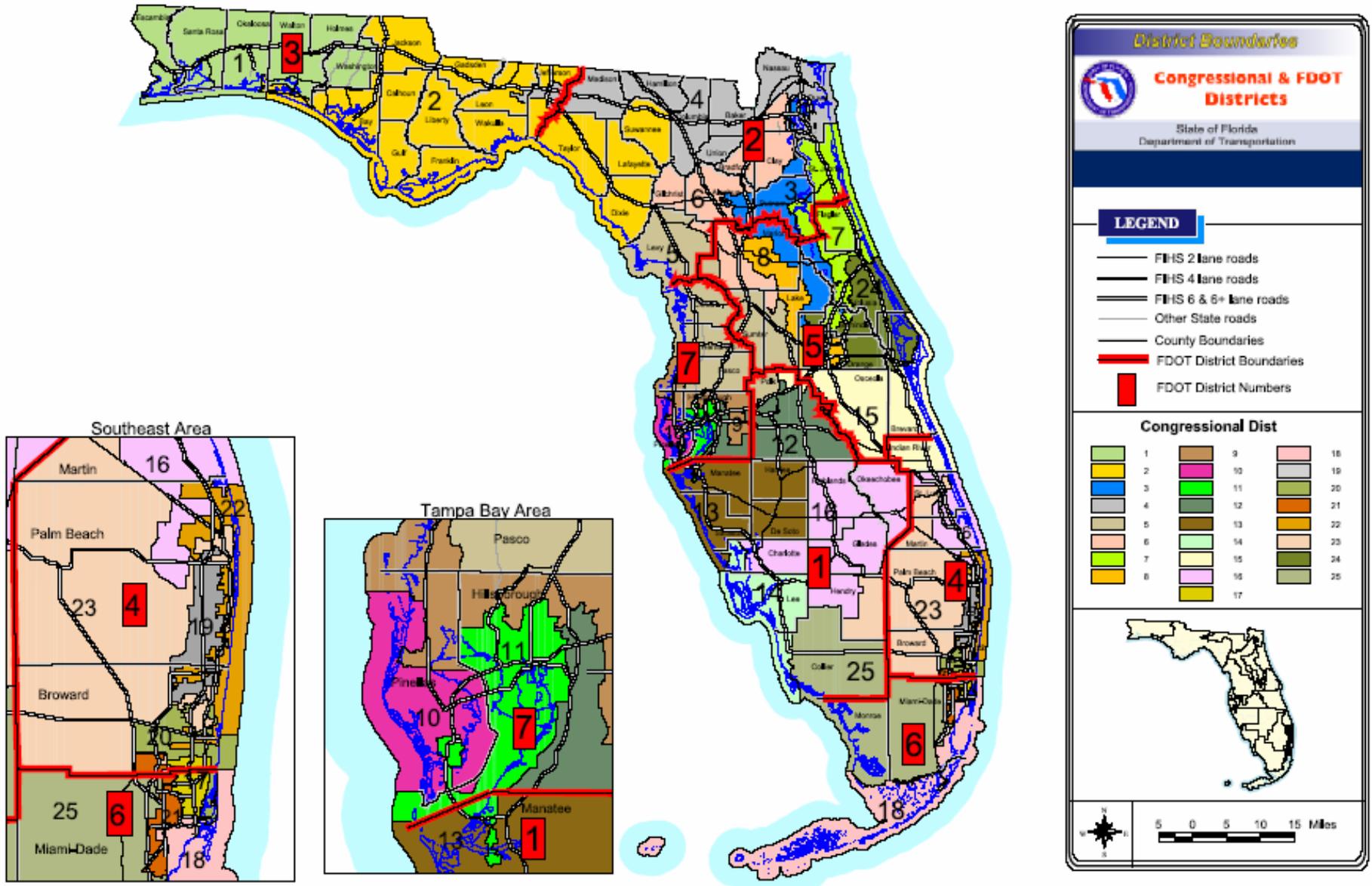
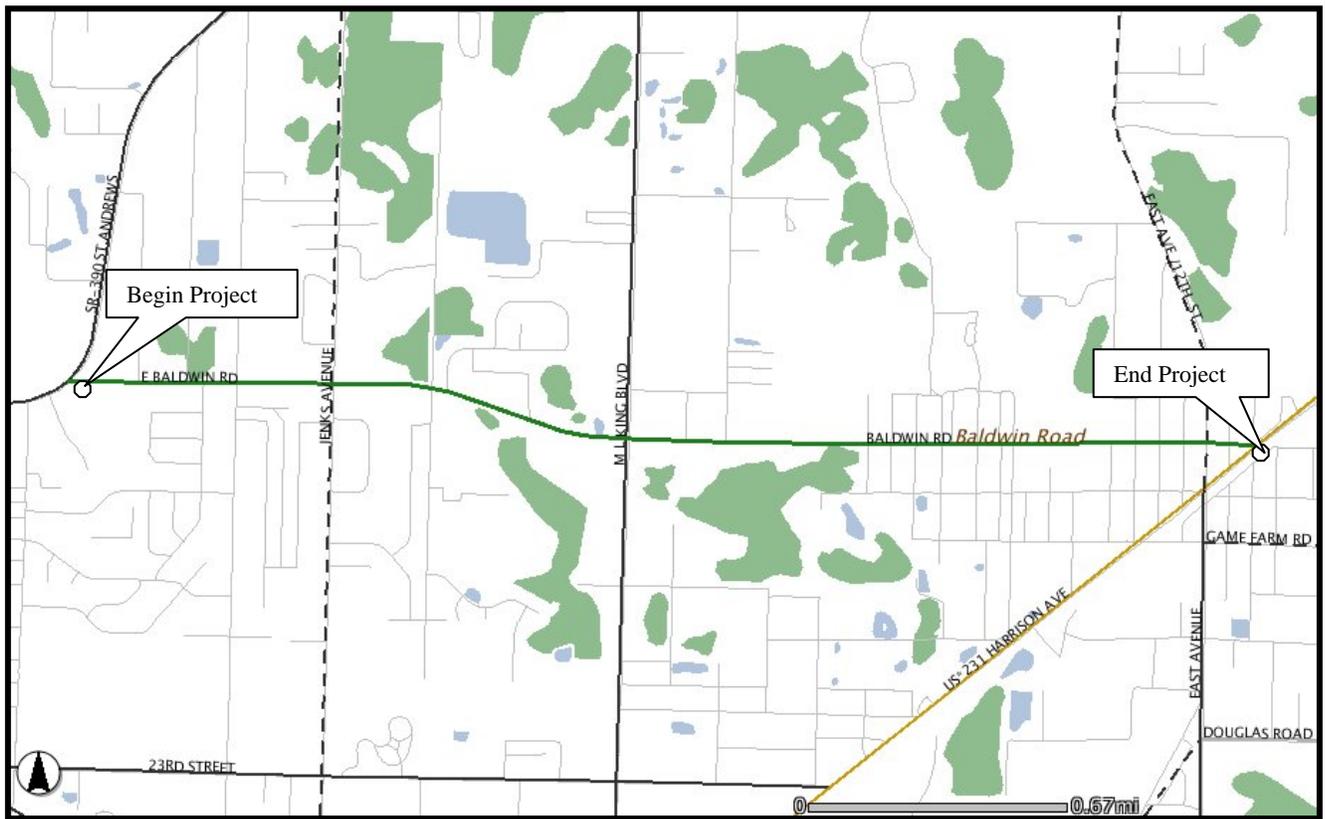


FIGURE 2.9 Districts of the Florida Congressional Delegation



LOCATION MAP
 Financial Project Number.
 COUNTY
 PROJECT LOCATION SOURCE

FIGURE 2.10 Example Project Location Map