



CONNECTICUT DEPARTMENT OF TRANSPORTATION

Permit Need Determination Form (PNDF) Instruction Guide

General Information

What is it? The PNDF is a living document designed to identify permits and various natural resource and regulatory coordination required for a project and to document regulatory commitments. A staff member from OEP Water/Natural Resources (OEP-WNR) unit will be assigned to the project and will follow the project through all coordination, design, and permitting reviews. This staff member will be the point of contact for all coordination.

When to Submit? The PNDF should be submitted to OEP-WNR at the same time the Environmental Review Form is submitted to OEP Environmental/Historical Documents unit.

How long is it good for? As a living document, the PNDF has no 'expiration date' however changes to project scale or scope may impact permit need and will require resubmission. Additionally, certain coordination needs to be periodically updated (see "notes" below).

When is it final? Until the time that the OEP-WNR Supervisor signs the form, it is to be considered a draft and the most recent review date will be placed on the form next to the staff members' signature line. Once impact calculations are finalized and all natural resource concerns have been addressed, the signature of the OEP-WNR Supervisor will be added to the form. *Keep in mind, as stated above, certain aspects of coordination may have to be revisited prior to permit submittal. More information is provided below in the "notes" section.*

Project Documentation

When submitting the PNDF, the designer fills out the top portion of the form providing the following information:

- Project Number
- CORE Project Number (OEP CORE unit number is 57541, please make sure we are able to bill to your project)
- Designer Contact information
- Project Description (short description i.e. Replacement of Route 1 Br. 06269 o/Mill River)
- FDP Date
- Waterway (Available on USGS Topo Maps)
- Drainage Area to Site (For bridge/culvert work only, this is the drainage area to the structure and is used to determine Flood Management and ACOE Permit Requirements. May be obtained from USGS StreamStats)
- State/Local responsibility for initiating the project and responsibility for inspection during construction
- Funding Source (influences permit requirements)

Supporting Documentation - as much information as is available should be submitted; this may include, but is not limited to:

- Full project description/purpose and need. Include any anticipated offsite staging and storage requirements or lack thereof, information on containment for bridge rehab or preservation work, and information on the location of anticipated site access.
- Site location map
- Representative site photographs
- Preliminary design plans
- Preliminary wetland and watercourse impact calculations (estimated in square feet)
- Preliminary erodible surface area disturbance (estimated in acres)
- If the project is a re-submittal, or if the project has been on hold, copies of previous correspondence with any Regulatory Agency or Department (i.e. DEEP Wildlife/Fisheries, Dep't of Public Health, Water Company, LEAN/PMM meeting minutes, etc).

Notes

Project Changes: If a project changes in scale or scope, or has been dormant, notify the OEP point of contact staff member assigned to the project. They will evaluate the effect on permit need.

NDDB Coordination: Maps of state and federally listed species are updated every 6 months by DEEP as new discoveries are made and data is refined. A determination letter from DEEP regarding listed species expires after one year. Initial coordination will take place upon submittal of the PNDF and may need to be updated during the design process and prior to permit submittal. For routine coordination and all State wetland related permits, coordination is required when the project falls "within" an NDDB 'blob'. For Stormwater permitting, coordination is also required if any of the limits of the project fall within ¼ mile of an NDDB 'blob'.

Aquifer Protection Areas/Sole Source Aquifers: If a project is determined to fall within an APA or SSA, coordination must be updated every 3 years. Design should track the dates and request an update of the coordination from OEP-WNR.

Stormwater Permits: The PNDF will indicate whether a project requires a Stormwater Permit based on the total area of disturbance. This disturbance includes all earth disturbing site work and all areas of pavement reconstruction where excavation goes through the sub-base to expose erodible soils. If a permit is required, coordination for the content and processing of the permit should take place through the OEP Water/Noise Compliance unit.

Municipal Projects: The only permit requirement OEP will identify is Flood Management Certification. Coordination with the Department's H&D unit will still be required for final determination. The PNDF *will not include* determinations for other local/state/federal permit needs as those permits would be in the Town's name. However, OEP-WNR will have some role in facilitating coordination with Resource Agencies (DEEP Fisheries and Wildlife Division). When a Flood Management Permit is required, this role will be increased. It should be emphasized that Municipal projects which require a Flood Management Permit must have the Flood Management Permit (General, MOU, DEEP Certification, or Exemption) approved before proceeding with applying for a 401 Water Quality and/or Army Corps of Engineers permit.