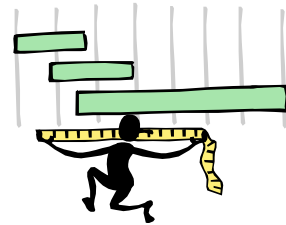
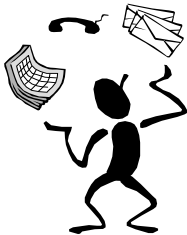
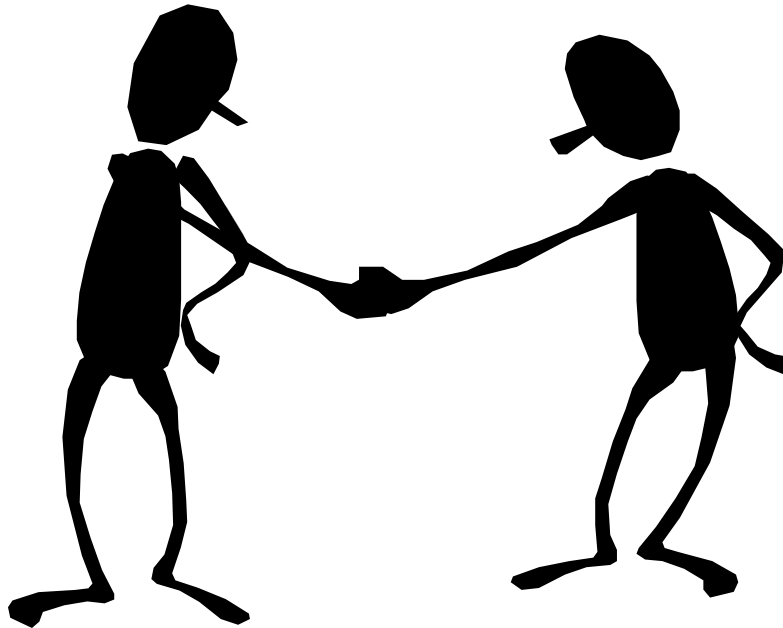


Guide to the System Impact Process

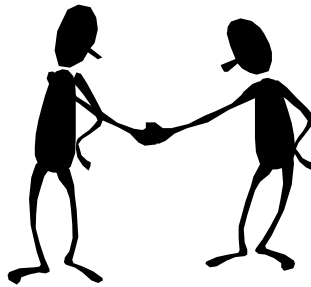


Rail, Transit and Planning Division
Planning and Policy Analysis Bureau
2960 Prospect - P.O. Box 201001
Helena, MT 59620-1001
March 2012

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Working Together to Preserve Montana's Transportation System



The System Impact Action process is a coordinated review of projects initiated outside of MDT that may substantially and permanently impact the transportation system. The goals of this process include:

- Provide an avenue for private developers to request access to and from the state highway system.
- Facilitate a timely review of the developer's request amongst a varied group of MDT technical offices.
- Identify reasonable accommodation of the developer's project needs.
- Preserve the safety, operational efficiency and integrity of Montana's transportation system.
- Protect taxpayer investments by recovering costs from developers for their project's impacts to the transportation system.
- Ensure MDT permitting does not precede an environmental process (NEPA/ MEPA).

Coordinated through the Planning and Policy Analysis Bureau
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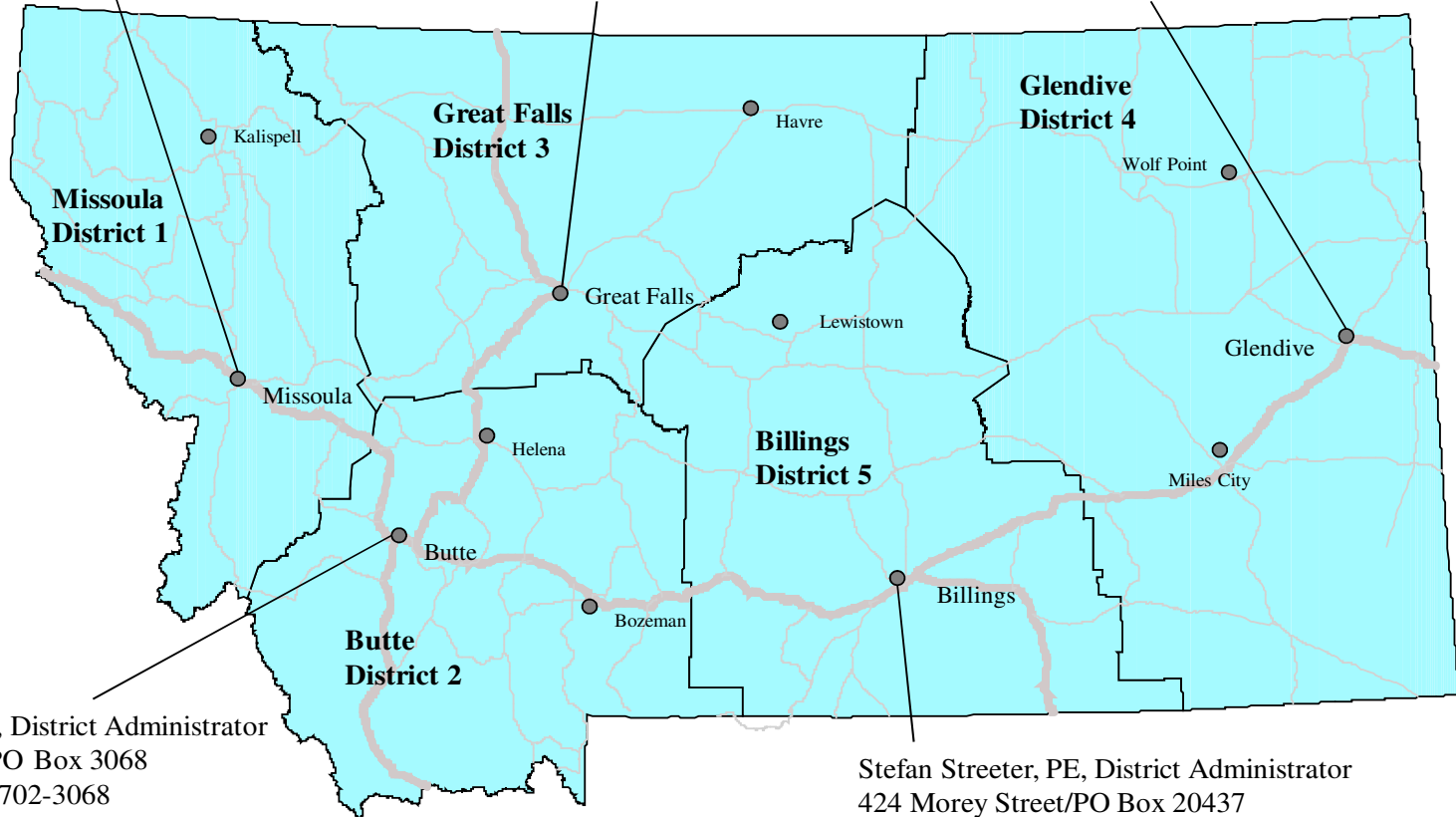
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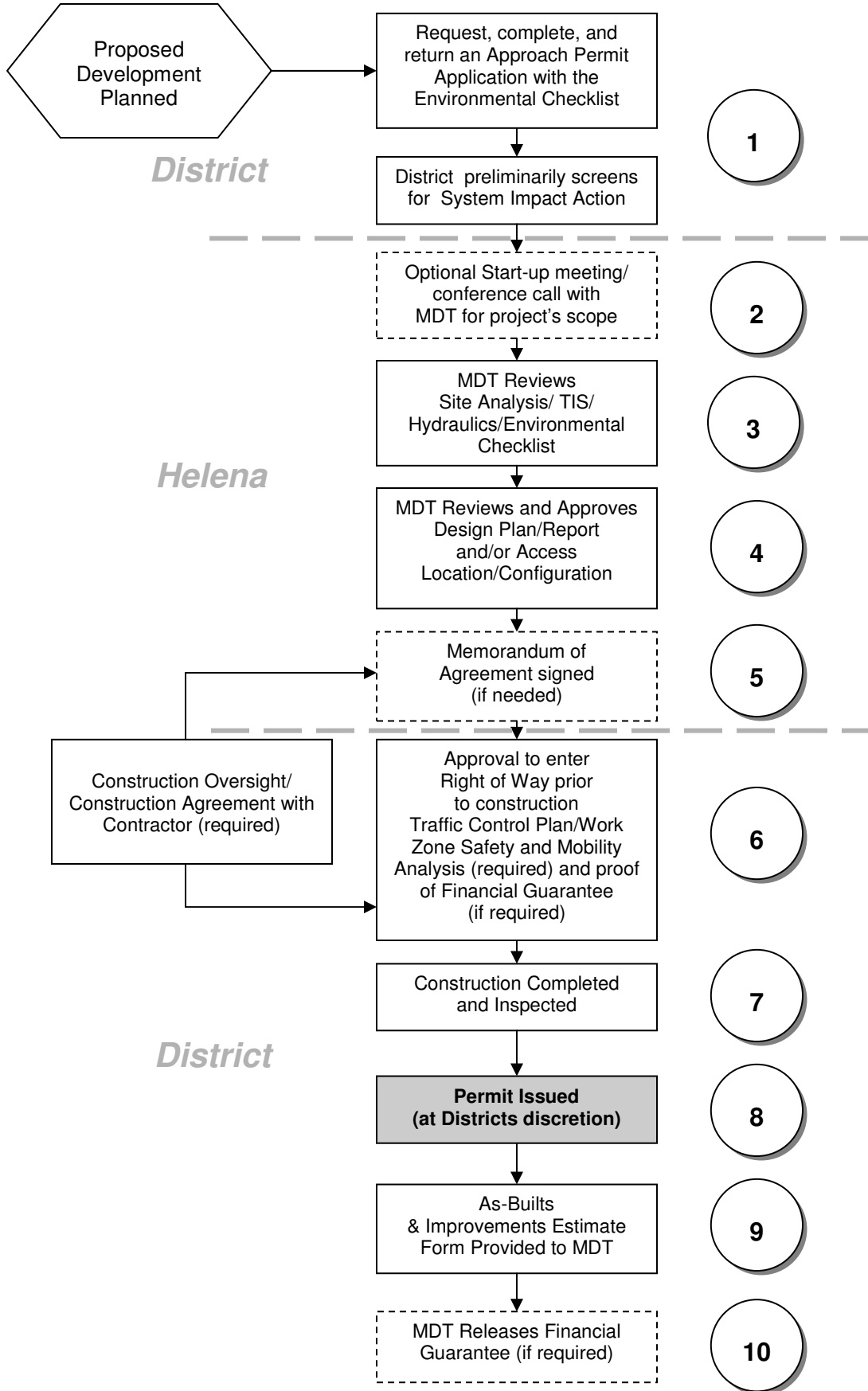
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System Impact Action Process

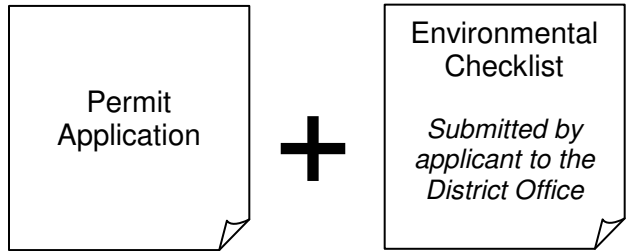


See following process steps for definition and submittal requirements

System Impact Action Process Steps

1.

Developer submits an approach, encroachment, or utility permit application with Environmental Checklist to MDT-District Office.



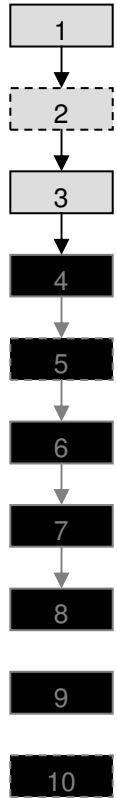
2.

The optional Start-up meeting with MDT is to scope new projects with the developer(s) and/or their consultants. This meeting is to determine the detail needed for system impact assessment, whether it is a high-level site analysis or an in-depth Traffic Impact Study. If you have worked with MDT on prior projects, you may opt to go directly to activity three.

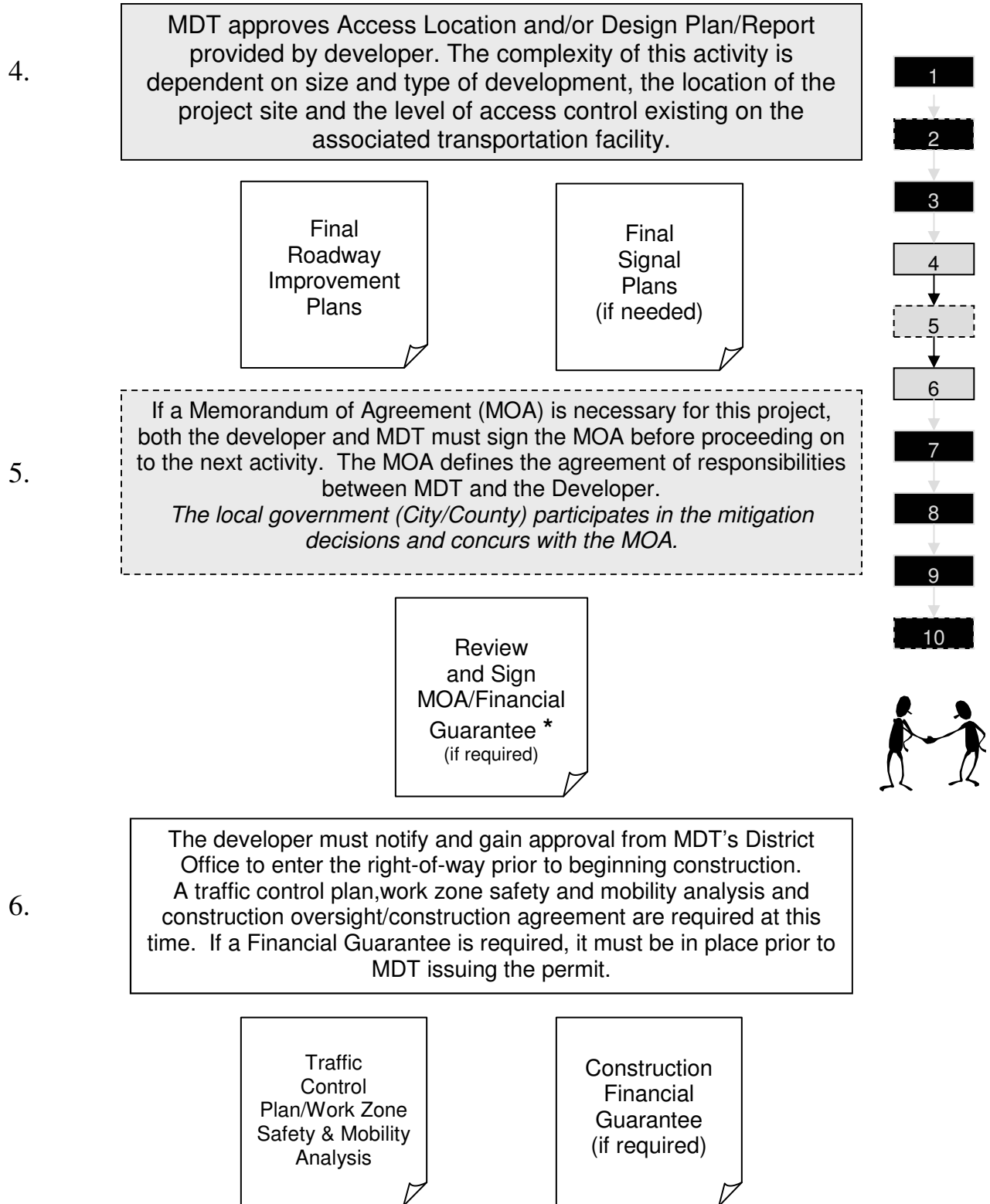
3.

MDT reviews the Site Analysis, Right-of-Way, Hydraulics, Environmental & Traffic Impact Study and identifies conditions for concurrence with the development's identified needs and the associated impacts and mitigation measures to be addressed.

The time required to review and approve the Study is directly related to the quality of the analysis and recommendations. If the study is sub-standard the Developer/Consultant must correct the document and resubmit.



System Impact Action Process Steps



* The Financial Guarantee is based on an estimate submitted by the developer and approved by MDT. To create the estimate, please use the Cost Estimate Spreadsheet or the Preliminary Estimating Tool and the Average Prices Catalog.

Cost Estimate Spreadsheet & Preliminary Estimating Tool:
<http://www.mdt.mt.gov/business/contracting/cost.shtm>

Average Prices Catalog:
http://www.mdt.mt.gov/other/contract/external/archives/Average_prices/2011.PDF

System Impact Action Process Steps (continued)

7.

Once construction is complete for all necessary roadway mitigations, the District must inspect the project to ensure the permit or MOA conditions have been met. The developer/consultant must forward the inspection sign-off sheet to MDT to be kept on file.

Construction
Inspection
Signoff

8.

Upon notification from the Systems Impact Section that all requirements have been met, the MDT District Office issues the permit per their internal process.

Submit any
Outstanding
Materials
Required by
MDT prior to
obtaining permit

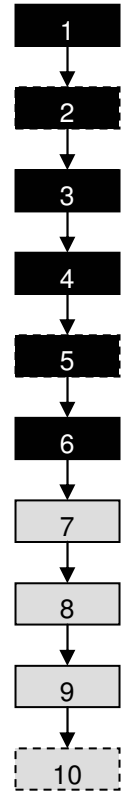
9.

As-built plans must be provided to the MDT District Office to be kept on file along with Improvement Cost Estimate Form that must be Submitted to MDT Planning Division.

As-Built
Plans & Cost
Estimate Form

10.

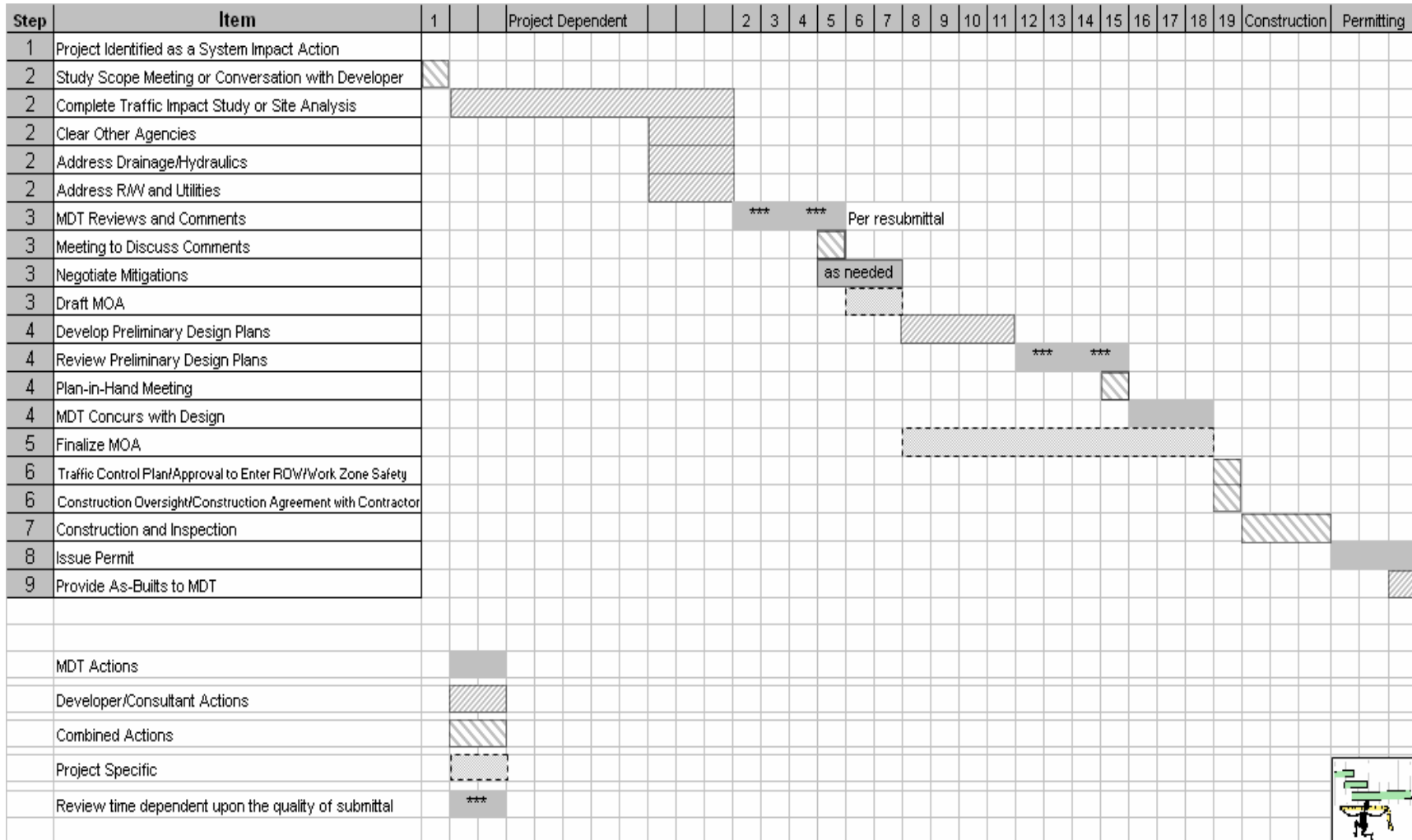
Consistent with the terms of the MOU and Financial Guarantee, MDT releases the Financial Guarantee.



Timeline for System Impact Action Process

(may be longer/shorter depending on the nature of the development)

Weeks



Appendix

System Impact Action Criteria

New developments requiring off site improvements will be considered a System Impact Action. The Transportation Planning Division coordinates the review process. The following is a guideline for developments, which may require off site improvements and generally follow the System Impact Action Process.

1. Developments generating 150 trips per hour * :

Type of Land-use Development	Example
Commercial	Single Outlet Retail Multi-Unit Retail Development Regional Shopping Center High turn over sit down restaurant Motel Convention Center or Arena
Residential	Single family, Multi Family, etc. (total dwellings may come in multiple phases)
Industrial	Heavy Industrial (generating C-70 or C-50 trucks)
Institutions	Schools adjacent to a State Highway
Offices	General Office Building
Multiple Developments	Commercial/Residential; Light Industrial/Commercial; etc.

* Trips per peak hour where the vehicular trip is defined as a one-way journey of a motorized vehicle

2. Developments accessing an Access Control Facility :

New Access	New Development
Existing Access	Change in property use: Change in zoning Construction of new buildings Increase in floor space of existing building Division or consolidation of property boundaries Change in the character of the traffic using the approach; or Change in internal circulation design Re-establishment of a property's use, that had been unused for two years

3. Other proposals/developments transmitted to Transportation Planning for initial evaluation:

- New access roadway request – has the potential to open up existing undeveloped land and would be dedicated public right of way.
- Operational/safety issues that may require engineering solutions such as turn lanes or signals. Includes at-grade or above grade railroad crossing.
- The access would serve a mine greater than 5 acres
- In cases not meeting the System Impact Criteria, the district must confirm that other state and/or federal permits and environmental analysis are completed. MDT will not issue permits in advance of other permitting.

If it is determined an engineering solution is not needed and environmental issues do not exist, the development will NOT continue through the Systems Impact Action Process. Review/coordination reverts to the appropriate District. At anytime the District has uncertainties regarding any project; they may contact the Transportation Planning Division to determine if the project should go through this coordinated review process.

Summary of Submittals Commonly Required for System Impact Action

Process Flow Step	Submittal	Point of Contact	Comments
1	Permit Application	MDT District Office	Forwards to Headquarters if a System Impact Action
	Physical Environment Checklist		Completes and forwards to Headquarters
3	Traffic Impact Study	MDT Headquarters - Transportation Planning	Determined in initial planning meeting or staff review
	Signal Warrant Analysis		as needed
	Preliminary Roadway Improvement Plans		Must depict location and design
	Preliminary Signal Plans		as needed
	Drainage Report		as needed
	Geologic Analysis		as needed
	Design Exception Request		as needed
	Other Agency Approvals		as needed - Confirmed prior to granting permit
4	Final Roadway Improvement Plans		All MDT Pre. Plan Comments Addressed
	Final Signal Plans		as needed
5	Review Memorandum of Agreement & Respond		as needed
6	Construction Oversight/Construction Agreement		required
	Financial Guarantee for Construction		as needed
	Traffic Control Plan/Work Zone Safety & Mobility		project specific
8	Construction Inspection Sign-Off	MDT District Office	as needed
9	As-Built Plans		MDT keeps these on file
	Other items may be required	MDT Headquarters - Transportation Planning	project specific



District Traffic Engineers



Billings District

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Definition of Terms



The following definitions are for clarification of terminology used in this handout:

Access Control—(Control of Access) means “the condition in which the right of owners or occupants of abutting land or other persons to access, light, air, or view in connection with a highway is fully or partially controlled by public authority” [MCA 60-1-103 (6)].

As Built Drawings – The contract drawings which show the actual location, character and dimensions of the completed work, including layouts, profiles, cross sections and other details.

Capacity – The maximum hourly rate at which vehicles can reasonably be expected to traverse a point or uniform section of a lane or roadway during a given time period under prevailing roadway, traffic and control conditions.

Capture Traffic – Those trips which are internal to the site plan making multiple stops within the development.

Cultural Resource – properties that are protected as historic and/or archeological resources.

Department – The Montana Department of Transportation.

Developer - The landowner or otherwise bona-fide applicant of an approach permit or development proposal.

Hydraulics/Drainage Report— A document that defines what impact the project will have on the State's highway system with respect to drainage and demonstrates that the historical peak runoff flows will not be exceeded. See the attached list for specific report and calculation requirements.

Level of Service (LOS) – A set of criteria that describes the degree to which intersections, roadway, weaving section or ramp can effectively serve peak-hour and/or daily traffic. Levels of service definitions are provided in the Highway Capacity Manual.

MDT – The Montana Department of Transportation.

MOA – Memorandum of Agreement.

MOU – Memorandum of Understanding.

On-Site Circulation – Vehicular network which primarily accommodates site-generated traffic within the site boundary and includes roadways, parking lots loading docks, parking garages and parking deck travel ways.



Pass-by Trips – Those trips that are diverted from traffic already on the roadway system.

Site Access Plan - A scaled drawing that explicitly illustrates the location, configuration and geometrics of all site approaches in relation to the local highway system and other approaches. The site access plan should also illustrate the supporting internal circulation to include truck access if necessary (identify design vehicle), parking and loading facilities of the development, the footprints of key building structures and any out-parcel locations, and the type and location of any required off-site improvements.

System Impact Action Process – An internal MDT process for the review and assessment of development projects that significantly and permanently impact the State transportation system.

Traffic Generation – The estimated number of origins from and destinations to a site resulting from the land-use activity on that site.

Traffic Impact – the effect of site traffic on highway operations and safety.

Traffic Impact Analysis – An engineering and traffic study that determines the potential traffic impacts of a proposed traffic generator. A complete analysis includes an estimation of future traffic with and without the proposed generator, analyses of the traffic impacts and recommended roadway improvements that are necessary to accommodate the additional site traffic.

Traffic Impact Mitigation – The reduction of traffic impacts on roadways and/or intersections to an acceptable level of service.

Trip Distribution – The ratio of geographical origin of vehicle trips on the surrounding roadway network intending to use the subject development.

Vehicular Trip – A single or one-way vehicular trip with its origin (i.e. out bound), destination (i.e. inbound) or both trip ends made inside the study area.

Work Zone – The area where the construction, repair, maintenance, or survey work is actually taking place. The boundaries of the work zone must be clearly identified by the posting of signs.

Work Zone Mobility – In general terms, work zone mobility is the ability to move the traveling public efficiently through and around a work zone area with minimum delay compared to a baseline travel when no work zone is present.

Work Zone Safety – Safety refers to minimizing hazards to the traveling public and highway workers in a work zone.

Control Number	Project Identification Number	Name/ Location Description	Route/Corr.	Fed Funds Involved? Yes No
		(↑For MDT Use Only↑)		

ENVIRONMENTAL CHECKLIST for:

- Approach Permit**
 Encroachment/Occupancy (incl. Utility)
 Maintenance Projects (with No Right-Of-Way Acquisition, Sale or Transfer)

Location: Highway or Route:		Milepost(s):	
Physical Address:		City:	
Legal Description:	County:	Township:	Range:
Section(s):			
Applicant Information:		Name:	Phone:
Company/Utility:		Business Phone:	
Mailing Address:		City:	State:
Zip Code:			

Impact Questions		Yes	No	Comment or Explanation (Use attachments if necessary)
Actions that qualify for Categorical Exclusion under MEPA or NEPA (see ARM 18.2.261 & 23 CFR 771.117)				
1.	Will the proposed action impact any known historical or archaeological sites?			
2.	Will the proposed action impact any publicly owned parkland(s), recreation area(s), wildlife or waterfowl refuge(s)?			
3.	Will the proposed action impact prime farmlands? (If "Yes", attach a completed Farmland Conversion Impact Rating Ad-1006.)			
4.	a. Will the proposed action have an impact on the human environment that may result from relocations of persons or businesses, changes in traffic patterns, changes in grade, or other types of changes? b. Has the proposed action received any preliminary or final approval from the local land use authority?			
5.	For the proposed action, is there documented controversy on environmental grounds? (for example, has the applicant received a letter of petition from an environmental organization?)			
6.	Will the proposed action require work in, across or adjacent to listed or proposed Wild or Scenic River?			
7.	Will the proposed action require work in a Class I Air Shed or non-attainment area?			
8.	Will the proposed action impact air quality or increase noise, even temporarily?			
9.	Will the proposed action have potential to affect water quality, wetlands, streams or other water bodies? If the answer is "Yes", an environment-related permit or authorization may be required.			
10.	Are solid or hazardous wastes or petroleum products likely to be encountered? (For example, project occurs in or adjacent to Superfund sites, known spill areas, underground storage tanks, or abandoned mines.)			
11.	a. Are there any listed or candidate threatened or endangered species, or critical habitat in the vicinity of the proposed action? b. Will the proposed action adversely affect listed or candidate threatened or endangered species, or adversely modify critical habitat?			
12.	Will the proposed action require an environmental-related permit or authorization? If the answer is "Yes", please list the specific permits or authorizations.			
13.	a. Is the proposed action on or within approximately 1 mile of an Indian Reservation? b. If "Yes", will a Tribal Water Permit be required?			N/A <input type="checkbox"/>
14.	Will the proposed action result in increased traffic volumes, increased wait or delays on state highways, or have adverse impacts on other forms of transportation (rail, transit or air movements)?			
15.	Is the proposed action part of a project that may require other governmental permits, licenses or easements? If "Yes" than describe the full extent of the project and any other permits, licenses or easements that may be necessary for the applicant to acquire.			(Applicant may attach additional sheets as necessary)

Environmental Checklist for Approaches, Utilities, Encroachment & Maintenance (Continued)

- 16. Attach a brief description of the work to be performed, including any subsurface work.
- 17. Attach representative photos of the site(s) where the proposed action would be implemented. Photos are to include any structures, streams, irrigation canals, and/or potential wetlands in the project area.
- 18. Attach map(s) showing the location(s) of the proposed action(s); Section, Township, Range; highway or route number and approximate route post(s).

Checklist preparer:

	Applicant	Title	Date
--	-----------	-------	------

Reviewed for completeness by:

MDT District Representative	Title	Date
-----------------------------	-------	------

Checklist Approved by:

Environmental Services (When any of the items 1 through 13 are checked "Yes")	Title	Date
--	-------	------

Transportation Planning (When items 14 or 15 are checked "Yes")	Title	Date
--	-------	------

Checklist Conditions & Required Approvals

- A. The Applicant is **not** authorized to proceed with the proposed work until the checklist has been reviewed and approved, as necessary, and any requested conditions of approval have been incorporated.
- B. Complete the checklist items 1 through 15, indicating "Yes" or "No" for each item. Include comments, explanations, information sources, and a description of the magnitude/importance of potential impacts in the right hand column. Attach additional and supporting information as needed. Ensure that information required for items 16, 17 and 18, is attached. The checklist preparer, by signing, certifies the accuracy of the information provided.
- C. If "Yes" is indicated on any of the items, the Applicant must explain the impacts as applicable. Appropriate mitigation measures that will be taken to avoid, minimize, and/or mitigate adverse impacts must also be described. **Any proposed mitigation measures will become a condition of approval.** Use attachments if necessary. If the applicant check "No" and the District concludes there may in fact be potential impacts, the Environmental Checklist must be forwarded to Environmental Services Bureau for review and approval.
- D. If "Yes" is indicated in item 11 a. (threatened or endangered species), the Applicant should provide information naming the particular species and the expected location, distribution and habitat use in the proposed action area, i.e. within the immediate area of the proposed action; or, in the general area on occasion (seasonally passes through) but does not nest, den or occupy the area for more than a few days.
- E. If the applicant checks "Yes" for any item, the approach permit, occupancy agreement or permit, along with the checklist and supporting information, including the Applicant's mitigation proposal, documentation, evaluation and/or permits must be submitted to MDT Environmental Services Bureau. Electronic format is preferred.
- F. When the applicant checks "Yes" to any item, the Applicant cannot be authorized to proceed with the proposed work until the MDT Environmental Services Bureau and/or Transportation Planning, as appropriate, reviews the information and signs the checklist.
- G. Applicant must obtain all necessary permits or authorizations from other entities with jurisdiction prior to beginning the proposed action or activity. The Applicant is solely responsible for any environmental impacts incurred as a result of the project; obtaining any necessary environmental permits, notifications, and/or clearances; and ensuring compliance with environmental laws and regulations.

MDT Environmental Checklist Help Sheet

The following information is provided as a courtesy and is intended to be used for informational purposes only. The Applicant is expected to confirm that the information is accurate and up to date. **The Applicant is responsible for ensuring accurate, current information in the checklist responses and compliance with all environmental laws and regulations applicable to the proposed activity.**

Where Do I Start?

The following links are provided as a starting point for potential sources of information for completing the checklist. The Applicant is encouraged to consult other information sources and/or professionals.

National Register of Historic Places: <http://www.nationalregisterofhistoricplaces.com/mt/state.html>
Land Ownership: <http://nris.mt.gov/gis/ownmaps.asp>
Farmland Classification: <http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx>
Wild and Scenic Rivers: <http://www.rivers.gov/wildriverslist.html>
Hazardous Waste: <http://nris.mt.gov/deq/remsitequery/portal.aspx>
Wetlands: <http://mtnhp.org/ecology/assess/state/> or <http://www.fws.gov/wetlands/>
Threatened and Endangered Species: <http://fwpiis.mt.gov/content/getItem.aspx?id=48797>
Indian Reservations: <http://gain.mt.gov/map.asp>
Blackfeet Tribal Environmental Permits: <http://www.blackfeetenvironmental.com/>
CSKT Environmental Permits: <http://www.cskt.org/tr/epa.htm>
Air Quality Nonattainment Areas: <http://deq.mt.gov/AirQuality/Planning/AirNonattainment.mcpX>
Class I Airsheds: <http://deq.mt.gov/airmonitoring/citguide/understanding.mcpX>

Do I Need Other Permits?

Commonly required water quality related permits or authorizations are listed below. **Other permits or authorizations may be required and other laws may apply, depending on the type and the location of the proposed activity.** For more information, please refer to "A Guide to Stream Permitting in Montana" available on the Internet at <http://dnrc.mt.gov/permits/streampermitting/default.asp> or from your local conservation district office. (The information provided below was adapted from "A Guide to Stream Permitting in Montana")

Applicants are encouraged to plan ahead! Note that applicable permits must be secured before beginning work. Permitting application processing can take from 10 to 120 days from the time a complete application is submitted, depending upon the agency with authority and the proposed activity.

Montana Natural Streambed and Land Preservation Act (310 Permit)

Any private, nongovernmental individual or entity that proposes to work in or near a stream on public or private land must obtain a 310 permit for any activity that physically alters or modifies the bed or immediate banks of a perennially-flowing stream. For more information, contact the local conservation district, the Conservation Districts Bureau of the Department of Natural Resources and Conservation at (406) 444-6667, or the Montana Association of Conservation Districts at (406) 443-5711 or <http://dnrc.mt.gov/permits/>

Montana Stream Protection Act (SPA 124 Notification)

Any agency or subdivision of federal, state, county, or city government proposing a project that may affect the bed or banks of any stream in Montana must obtain an SPA 124 for any project including the construction of new facilities or the modification, operation, and maintenance of an existing facility that may affect the natural existing shape and form of any stream or its banks or tributaries. For more information, contact the Habitat Protection Bureau of the Department of Fish, Wildlife and Parks at (406) 444-2449 or <http://www.fwp.mt.gov/contact/>

Montana Floodplain and Floodway Management Act (Floodplain Development Permit)

Anyone planning new construction within a designated 100-year floodplain must obtain a floodplain development permit. New construction includes, but is not limited to, placement of fill, roads, bridges, culverts, transmission lines, irrigation facilities, storage of equipment or materials, and excavation; new construction, placement, or replacement of manufactured homes; and new construction, additions, or substantial improvements to residential and commercial buildings. Permit applications are available from the local floodplain administrator or from the Department of Natural Resources and Conservation. For more information contact the Floodplain Management Section of the Department of Natural Resources and Conservation at (406) 444-0860 or www.dnrc.mt.gov/wrd/

Federal Clean Water Act (404 Permit)

Anyone proposing a project that will result in the discharge or placement of dredged or fill material into waters of the U. S. must obtain a 404 permit. "Waters of the U.S." include lakes, rivers, streams (including perennial, intermittent, and ephemeral channels), some irrigation facilities, wetlands, and other aquatic sites. Submit an application to the U.S. Army Corps of Engineers. The U.S. Environmental Protection Agency also has regulatory review and enforcement functions under the law. For more information, contact the Army Corps of Engineers at (406) 441-1375 or <http://www.nwo.usace.army.mil/html/od-rmt/mthome.htm>

Short-term Water Quality Standard for Turbidity (318 Authorization)

Anyone initiating construction activity that will cause short term or temporary violations of state surface water quality standards for turbidity in any "State water" must obtain a 318 Authorization before beginning work. "State water" includes any body of water, irrigation system, or drainage system, either surface or underground, including wetlands, except for irrigation water where the water is used up within the irrigation system and the water is not returned to other state water. The authorization may be obtained from the Department of Environmental Quality, or may be waived by the Department of Fish, Wildlife and Parks during its review process under the Natural Streambed and Land Preservation Act (310 Permit) or the Stream Protection Act (SPA 124 Notification). For more information contact the Water Protection Bureau of the Department of Environmental Quality at (406) 444-3080 or <http://www.deq.mt.gov>.

Storm Water Discharge General Permits

Anyone proposing a construction, industrial, mining, or other defined activity that has a discharge of storm water into state surface waters. Under the authority of the Montana Water Quality Act, permit authorization is typically obtained under a Montana Pollutant Discharge Elimination System (MPDES) "General Permit". For more information contact the Water Protection Bureau of the Department of Environmental Quality at (406) 444-3080 or <http://www.deq.mt.gov>.

Sample Environmental Checklist

Control Number	Project Identification Number	Name/ Location Description	Route/Corr.	Fed Funds Involved? Yes No
		(↑For MDT Use Only↑)		

ENVIRONMENTAL CHECKLIST for:

- Approach Permit Encroachment/Occupancy (incl. Utility)
 Maintenance Projects (with No Right-Of-Way Acquisition, Sale or Transfer)

Location: Highway or Route:		Milepost(s):	
Physical Address:		City:	
Legal Description:	County:	Township:	Range:
Section(s):			
Applicant Information:		Name:	Phone:
Company/Utility:		Business Phone:	
Mailing Address:		City:	State: Zip Code:

Impact Questions				
Actions that qualify for Categorical Exclusion under MEPA or NEPA (see ARM 18.2.261 & 23 CFR 771.117)		Yes	No	Comment or Explanation (Use attachments if necessary)
1.	Will the proposed action impact any known historical or archaeological sites?		X	Reviewed NRHP website on 3/7/11.
2.	Will the proposed action impact any publicly owned parkland(s), recreation area(s), wildlife or waterfowl refuge(s)?		X	No publicly owned parks adjacent, and no R/W necessary
3.	Will the proposed action impact prime farmlands? (If "Yes", attach a completed Farmland Conversion Impact Rating Ad-1006.)		X	see attached map.
4.	a. Will the proposed action have an impact on the human environment that may result from relocations of persons or businesses, changes in traffic patterns, changes in grade, or other types of changes?		X	
	b. Has the proposed action received any preliminary or final approval from the local land use authority?	X		Bedrock County has approved Site Plan.
5.	For the proposed action, is there documented controversy on environmental grounds? (for example, has the applicant received a letter of petition from an environmental organization?)		X	Issued news release on 1/1/11, 3 comments in favor received in 30 comment period.
6.	Will the proposed action require work in, across or adjacent to listed or proposed Wild or Scenic River?		X	Reviewed website, no Wild or Scenic Rivers adjacent.
7.	Will the proposed action require work in a Class I Air Shed or non-attainment area?	X		Yes, located within the Flathead Indian Reservation.
8.	Will the proposed action impact air quality or increase noise, even temporarily?		X	
9.	Will the proposed action have potential to affect water quality, wetlands, streams or other water bodies? If the answer is "Yes", an environment-related permit or authorization may be required.	X		There are wetlands located within MDT R/W at STA 22+22 & 34+56.
10.	Are solid or hazardous wastes or petroleum products likely to be encountered? (For example, project occurs in or adjacent to Superfund sites, known spill areas, underground storage tanks, or abandoned mines.)		X	Reviewed NRIS site and no contaminated sites were found within the project area.
11.	a. Are there any listed or candidate threatened or endangered species, or critical habitat in the vicinity of the proposed action?	X		Reviewed County list of T&E species. Bull Trout may be present.
	b. Will the proposed action adversely affect listed or candidate threatened or endangered species, or adversely modify critical habitat?		X	Impacts are anticipated to be minor. To avoid impacts, lines would be bored under streams.
12.	Will the proposed action require an environmental-related permit or authorization? If the answer is "Yes", please list the specific permits or authorizations.	X		CWA 404 Nationwide permit 12 received from COE on XX/XX/XXXX, 318 permit received from DEQ on XX/XX/XXXX, Stormwater Construction Permit.
13.	a. Is the proposed action on or within approximately 1 mile of an Indian Reservation?	X		Flathead Indian Reservation
	b. If "Yes", will a Tribal Water Permit be required?	X		N/A <input type="checkbox"/> 87 A Alco
14.	Will the proposed action result in increased traffic volumes, increased wait or delays on state highways, or have adverse impacts on other forms of transportation (rail, transit or air movements)?	X		All work taking place outside of the paved surface. MDT Traffic has reviewed the application.
15.	Is the proposed action part of a project that may require other governmental permits, licenses or easements? If "Yes" than describe the full extent of the project and any other permits, licenses or easements that may be necessary for the applicant to acquire.	X		The installation is part of a larger broadband cable line installation project that will be installing cable in 6 different location within Montana.

Montana Department of Transportation Drainage / Hydraulic Report Checklist

For MDT to properly evaluate this proposal, a hydraulic report will need to be submitted to document the proposed design and residual effects the project will have on the highway system with respect to drainage. The hydraulic report will need to be stamped by a professional engineer and include the following items:

Report Item	Details	✓
Project Description (Location)	City / County, State highway route, mile marker / local streets	
Property Description	Area	
	Ground cover	
	Historic drainage patterns	
	Streams	
	Drainage-ways	
	Ditches	
	Irrigation facilities	
	Culverts	
Project Description and the Proposed Drainage Concept including the following:	Land use	
	Ground cover	
	Drainage patterns	
	Compliance with historical offsite runoff restrictions	
	Detention storage	
	Outlet design	
	Maintenance	
Drainage Map including:	Topography	
	Existing and proposed drainage facilities	
	Delineated drainage basins	
	Flow patterns	
	Highway right of way	
	Facilities	
Runoff Calculations	For historical and proposed peak flow rates for the 2-year event using the time of concentration to determine the intensity	
	For historical and proposed peak flow rates for the 100-year event using the time of concentration to determine the intensity	
Detention Storage	Volume calculations required to limit the develop peak flows to the historic peak flow for the 2-year event. Or retention storage volume calculations required to contain the 2 year 24 hour event.	
Outlet Structure Design	Including orifice calculations to control the 2-year event	
Emergency Overflow	Design to pass the 100-year event	
Calculations	Demonstrate that the developed peak flows do not exceed the historical peak flows during the 2-year event. Additionally, the 100-year event should be analyzed to determine how the water will pass through the system and what impact it will have on roadway overtopping, flooding structures, etc.	

Available on request from MDT: A spreadsheet has been prepared to facilitate runoff calculations. The MDT-Rational Spreadsheet may be used to perform runoff calculations using the Rational Method.

Montana Department of Transportation Traffic Impact Study Checklist

Report Item	Details	√
Project Description		
Site Plan (Must include MDT project stationing)	Development (scaled)	
	w/ Neighboring area (scaled)	
	Plans should include a "best estimate" of future development	
Development Phasing and Timing	Multiple Stages (?)	
Existing Traffic Volumes (Base)	Current Daily and Hourly Volumes	
	Recent Intersection Turning Movements	
Existing Traffic Conditions	Lane Configuration (Adjacent Roadways & Intersections)	
	Traffic Control devices	
	Transit Service	
	Level of Access Control	
Projected Traffic	Trip Generation per ITE	
	AM / PM peaks ADT (others as needed)	
	Pass-By and Capture Traffic	
	Trip Distribution	
	Approach and Roadway Assignment	
	Full development (Projected base + site traffic)	
Traffic Analysis	Capacity Analysis and LOS	
	Existing (base non-site traffic)	
	Full development (Existing + site traffic)	
	Traffic Operation - Access Design	
	Traffic Operation - Lane Assignment	
	Site Circulation and Parking (Impact on accessibility)	
	Pedestrian Access Considerations	
Truck Access	Approach - delivery vehicles use (Identify)	
	Turning Movements - sufficient radius of turn	
Other Transit Considerations	Rail, Bus and Bicycle (Site Dependent)	
Improvement Analysis	Accommodate Site Access	
	Accommodate Adjacent Roadway and Intersection Function	
	Alternatives	
Conclusions and Recommendations	Including Mitigations Developer Commits to	
Appendices	Traffic Counts	
	Capacity Analyses Worksheets	
	Traffic Control Needs Studies	
	Traffic Signal Needs Studies	

**Montana Department of Transportation
Additional Systems Impact Information Checklist**

Report Item	Details	√
Right of Way (upon MDT request)	Chain of title with copies of Bargain and Sale deeds and corresponding full sized Certificate of Survey's (C.O.S.) for all owners beginning with the owner at the time of the last MDT project	
	Adjacent property approach location information (inventory of approaches in the impacted area)	
Hydraulic Analysis	See Checklist on Page 18	
Environmental Analysis	See Checklist on Page 14	
	Cultural Resources (Identify when requested)	
	Local Land use Plan (When Requested)	
	MTDEQ Storm water Discharge NOI Verification Letter - (Required if more than 1 acre disturbed)	
	Other Fed or State Agency Permits (DEQ, COE, FWP,)	
Construction Analysis	Construction site Details for development (When Requested)	
	Construction Details of Mitigation Facilities (When Requested)	
Work Zone Safety and Mobility Analysis	See Appendix A (Criteria for Defining Significant Projects) on pages 21-26	
	Applies to all agencies that receive Federal-aid Highway Funding	

Work Zone Safety and Mobility Requirements

APPENDIX A - Criteria for Defining Significant Projects

Significant Projects

A significant project is one that alone or in combination with other concurrent projects nearby is anticipated to cause sustained construction zone impacts greater than what is considered acceptable based on MDT guidelines and engineering judgment. Levels of impact are defined below. Projects with Level 1 impacts are considered significant.

The intent of the Work Zone Safety and Mobility Policy is to maintain flexibility for the project design team to determine project-specific impact levels. If project- or site-specific conditions indicate that a project could have a higher or lower level of significance, the design team is expected to develop the appropriate components of the Traffic Management Plan (TMP).

Impact Levels

Level 1

Work impacts the traveling public at the metropolitan, regional, or interstate level. The construction project has a high level of public interest. Construction work will directly impact a large number of travelers. Construction will have high user cost impacts and the duration is usually very long. Examples of this work type would be: major corridor reconstruction, high impact interchange improvements, full closures on high volume facilities, major bridge repair, repaving projects that require lane closures for more than three days and result in substantial increases in congestion, etc.

Attachment 1 is a listing of the corridors in Montana that are of Level 1 significance. The following guidance defines the criteria used to decide if a project is Level 1:

1. Projects on non-Interstate principal arterials within urban areas that reduce the number of through travel lanes under any of the following conditions:
 - more than 3-consecutive days,
 - during the morning, lunch time or evening peak period, or
 - impair critical movements at a major intersection for more than a 3-consecutive day period.

An Urban area is defined as any land area within the boundaries of the designated urban areas (population over 5,000) as shown on the official urban-area maps.

2. Rural highway corridors that qualify for Level 1 significant projects are listed in Attachment 1.
3. Projects that meet other conditions as described on Attachment 3, Significant Project Checklist.

Other projects can be elevated to level 1 with a request through the District Administrator if contributing factors justify. Conversely, some projects do not have high levels of construction zone impacts and the Project Design Manager, with concurrence from the District Administrator, may apply for an exception to the Significant Project procedures that shall be documented and approved by the Preconstruction Engineer.

Work Zone Safety and Mobility Requirements

The TMP for Level 1 projects will consist of a Traffic Control Plan (TCP) as well as Transportation Operations (TO) and Public Information (PI) components. The TCP addresses traffic safety and control through the construction zone. The TO component addresses sustained operations and management of the construction zone impact area, and the PI component addresses communication with the public and concerned stakeholders.

Recent MDT projects that would exemplify Level 1, Significant Projects would include:

- The Highway 93 corridor reconstruction projects (N-5) between Evaro and Polson, with Average Annual Daily Traffic (AADT) ranging from 6,600 to 15,000, carrying heavy tourist traffic as well as serving the residents. The projects are located in an environmentally sensitive area within the Flathead Indian Reservation, confined by topographic and environmentally sensitive features. Detour options were limited, the traffic volumes and potential for significant delay and queuing were high, and the public, tribal, and political involvement were well above average.
The shoulder and median mill/fill project on Highway 12 (NH-8) in Helena that shut down lanes during peak hours and backed traffic up to the railroad overpass, delaying morning traffic into Helena for more than three consecutive days.
10th Avenue South reconstruction in Great Falls (NH-60), which shut down multiple blocks of a principal arterial with a high commercial density to reconstruct the concrete pavement and widen the road.
- King Avenue Interchange reconstruction work in Billings (U-1010) which included involvement with the railroad, traffic volumes in excess of 30,000 AADT on four lanes, lane closures for extended periods of time, and the potential for major impacts on other Intersections beyond the construction zone resulting from detouring traffic.
- Weeksville – West: 3.8 mile reconstruction project on MT 200 (P-6) that involved grading operations, blasting adjacent to the railroad, and paving operations. Although this section of highway is not on the Level 1 list, the nature of the project required Level 1 consideration. Blasting operations had the potential to delay traffic for up to 2 hours, so variable message signs and other public notification were used to minimize the impact on travelers.

Level 2

Work impacts the traveling public at the city or regional level. It has a moderate level of public interest. It will directly impact a moderate level of travelers. It will have low to moderate user cost impacts, and can include lane closures for a moderate duration if not during peak hours. Examples of this work type would be: Repaving work on roadways on the National Highway System (NHS) with moderate AADT, minor bridge repair, shoulder repair and construction, minor interchange repairs, etc.

Attachment 2 is a listing of the corridors in Montana that are of Level 2 significance. The following guidance defines the criteria used to decide if a project is a non-significant, Level 2 project:

1. Projects on through roadways in any incorporated city/town.
2. Additional highway corridors that would qualify for Level 2 projects are listed in Attachment 2.

Work Zone Safety and Mobility Requirements

In addition, projects can be elevated to this level with a request through the District Administrator. Projects in high traffic areas or on secondary or off system routes may fall under level 2. Conversely, some projects do not have high levels of construction zone impacts and the Project Design Manager, with concurrence from the District Administrator, may apply for an exception to the Significant Project procedures that must be documented and approved by the Preconstruction Engineer.

For Level 2 Projects, the TMP may consist only of a TCP. Some of these Projects will require a limited TMP where the TCP and TO will be described briefly and where TCP and TO plans for critical phases may be developed. The level of public involvement will be assessed. Generally, a detailed and comprehensive PI component will not be necessary. However, public notification in newspapers and on the radio should be considered. See Appendix E for PI guidance and strategies.

Recent MDT projects that would exemplify Level 2 Projects would include:

- Milling and paving work on I-15 near Jefferson City that involved lane reduction without causing significant congestion, Reconstruction of US 287 (NH-8) to provide passing lanes and a wider roadway section that inconvenienced the traveling public, but didn't cause significant delay or congestion. Overlay projects east of Lincoln on MT 200 (NH-24) caused some inconvenience to the traveling public, but didn't involve significant delays.
- Nashua – East and West 10-mile reconstruction project on US 2 (NH-1) east of Glasgow that involved grading and structure work. Although this section of highway isn't on the Level 2 list, the proximity to Glasgow and the involvement with the Tribe elevated the project. Additional thought was given to traffic control to minimize the construction impacts to the traveling public.

Level 3

Work impacts the traveling public to a small degree. Public interest is low and AADT is low. Duration of work is short to moderate. Construction zones can be mobile, and typically this work is recurring. Examples of this work type would be: Certain low impact striping work, guardrail repair, minor shoulder repair, pothole patching, very minor joint sealing, minor bridge painting, sign repair, mowing, etc.

Typical, recent MDT work that would exemplify Level 3 Projects would include:

Off system bridge reconstruction projects in rural areas with very low AADT, with single lane detours or road closures with alternative detour routes established.

Routine Maintenance guardrail repair, mowing operations, striping, etc.

Crack sealing projects where one short section of a through-lane may be closed for a day, then the operation moves on for the next day.

The TMP will consist of a TCP; TO and PI components are not necessary at this level.

Work Zone Safety and Mobility Requirements

Attachment 1.

LEVEL 1 CORRIDORS

A. The following rural corridors:

MDT Route*	Map Route	RP to RP		Description
I-90	I-90	96	110	Missoula urban area – DeSmet to Bonner
I-90	I-90	29 7	331	Bozeman area - Belgrade to W. Livingston Interchange
I-90	I-90	43 4	457	Billings area – E. Laurel Int. to Pine Hills Interchange (Jct. I-94)
N-1	US 2	10 0	153	Marion to West Glacier
N-4	US 310	42	54	Rockvale to Laurel
N-5	US 93/MT 200	0	130	DeSmet (Jct. I-90) to Whitefish
P-6	MT 200	76	116	Plains – Ravalli
N-7	US 93	30	91	Darby to Missoula
N-50/P-50	US 191	20	91	Big Sky to Bozeman
N-85	MT 85	0	7	Four Corners to Belgrade

*Departmental route

B. Non-interstate principal arterials within the federally designated urban areas:

Anaconda	Bozeman	Havre	Laurel	Miles City
Belgrade	Butte	Helena	Lewistown	Missoula
Billings	Great Falls	Kalispell	Livingston	Whitefish

C. Projects on other corridors that are not listed may be considered significant; see the checklist (attachment 3) for additional guidance.

Work Zone Safety and Mobility Requirements

Attachment 2.

LEVEL 2 CORRIDORS

A. All Interstate corridors and through-roads in incorporated towns not considered Level 1.

B. And the following corridors:

MDT Route*	Map Route	RP to RP		Description
N-1	US 2	0	100	Idaho border to Marion
N-1	US 2	153	280	West Glacier to Shelby
N-1	US 2	372	472	Havre to Malta
N-3	US 89	0	8	Vaughn to Sun River
N-5	US 93	130	187	Whitefish to Canada border
P-6	MT 200	0	76	Idaho border to Plains
N-7	US 93	0	30	Idaho border to Darby
N-8	US 12/US 287	0	108	Garrison to Three Forks
N-10	US 87	0	111	Great Falls to Havre
N-11	US 89	0	53	Gardiner to Livingston
N-12	US 20	0	9	Idaho border to West Yellowstone
P-13	US 287	48	65	Ennis to Norris
N-14	US 12/US 87	167	169	Roundup vicinity
N-16	US 87	0	48	Billings to Roundup
P-19	MT 1	0	17	Jct. I-90 to W. of Anaconda
N-20/P-20	MT 16/MT 200	0	64	Glendive to North Dakota border
N-24	MT 200	0	139	Bonner to Great Falls
P-28	US 212	45	72	Beartooth Highway
N-37	US 212	0	63	Crow Agency to Ashland
N-38	MT 40	0	4	Whitefish to Columbia Falls
P-49	MT 41	0	2	Dillon
N-50	US 191/US 287	0	20	West Yellowstone to Big Sky
N-52	MT 35	0	51	Polson to Kalispell
N-57	US 87/US 191/ MT 3/MT 200	0	83	Armington to Lewistown
N-60	US 87/US 89/ MT 3	71	96	Armington to Great Falls
P-78	MT 78	30	48	Absarokee to Columbus
P-82	MT 82	0	7	S. of Kalispell, Jct. US 93 to Jct. MT 83
P-84	MT 84	0	29	Norris to Four Corners
P-89	MT 41	0	3	Dillon
S-203	203	0	12	N. of Stevensville
S-205	205	15	27	Belgrade to Bozeman
S-206	206	0	10	Big Fork to Ferndale
S-269	269	0	6	Hamilton to Corvallis
S-269	269	15	21	Jct. 370 to Stevensville
S-411	411	0	3	N. of Belgrade
S-548	548	4	6.5	Jct. N-5 – East

*Departmental route

C. Some X-routes may qualify as Level 2 corridors; however, AADT counts are not available for most of these routes (but can be requested). In addition, small sections of Secondary routes that are not listed above may also qualify as Level 2. Consider traffic volumes, detour availability, and route confinement to determine whether or not the TMP should include a TO component.

Work Zone Safety and Mobility Requirements

Attachment 3.

SIGNIFICANT PROJECT CHECKLIST

IF any of the following boxes are checked:

- Through-lane closures for more than 3 continuous days
- Through-lane closures during morning, lunch time or evening peak directional traffic flow periods for more than 3 continuous days
- Impair critical movements at a major intersection for more than a 3-consecutive day period

And one of the following:

- On Level 1 corridor list
- Principal arterial within an urban area

Or other triggers for significant projects apply:

- High level of public interest, political influences, or tribal involvement
- Critical movements at major intersections impaired for more than 3 continuous days (not necessarily within the construction zone)
- Impacts to adjacent roadways, intersections, or interchanges (outside the project limits) that increase delay by 15 or more minutes or will cause noticeable queues to form in new locations
- In a confined setting with no room for detours (for example, a road corridor confined by a steep cut on one side and a river on the other)
- Major highway through an urban area with no alternate accesses for businesses
- Construction impacts are anticipated to be substantial and justify all three TMP components
- Located within a High-Crash Corridor as described in the Montana Comprehensive Highway Safety Plan (Table VI-1 of CHSP)

THEN this project is considered a Significant Project for Work Zone Safety and Mobility purposes. The Traffic Management Plan (TMP) must include all three of the following:

- Traffic Control Plan (TCP)
- Transportation Operations (TO) component
- Public Information (PI) component

Note: Special considerations may be necessary for significant community events, but not for the rest of the construction period.

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call (406) 444-6331 or TDD (800) 335-7592.