RECREATIONAL TRAILS PROGRAM (RTP)

VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION

### Preliminary Engineering (PE) Phase Project Checklist

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

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

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

Endangered Species Act determination with supporting documentation:

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

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

letter or comments letter

Comments on the project from the Department of Wildlife Resources

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

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

Construction drawings, plans, and specifications

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

Draft invitation for bid documentation for review

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

Proof of public comment. Must include\*:

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