

## **SOP FOR VARTF PROJECTS**

### **Submittal of Projects for Pre-application Review (OPTIONAL):**

1. TNC may request a pre-application review of projects during the co-chairs conference call (CCC). TNC must submit the following information one week prior to the CCC:
  - a. A short summary of the proposed project.
  - b. A location map of the proposed project site.
2. Input and comments from the COE and VDEQ chairs will be provided during the CCC and the substance of those comments will be captured in the CCC meeting minutes.

### **I. Submittal of Projects for Draft Project Proposal Review (REQUIRED):**

1. When TNC is requesting draft project proposal review from the IRT, TNC must provide the following information to the IRT (via RIBITS) no less than two weeks prior to the IRT meeting:
  - a. A completed VARTF Offsite Mitigation Checklist (Appendix B)
  - b. A draft proposal that has been completed in accordance with Appendix A of this document.
  - c. An estimated budget.
2. Input and comments from the IRT will be provided to TNC at the IRT meeting and the substance of those comments will be captured in the IRT meeting minutes.
3. TNC will send a Doodle Poll to schedule a site visit, if one is requested by the IRT.

### **II. Submittal of a Project Proposal (REQUIRED):**

1. When TNC has decided to move forward with a project, TNC must provide the following information to the IRT no less than two weeks prior to the IRT meeting (exceptions may be made for projects that have been reviewed through the draft project proposal process):
  - a. A completed TNC Offsite Mitigation Checklist
  - b. A completed “Norfolk District Prospectus Checklist”
  - d. A proposed budget that has been completed in accordance with Appendix A of this document.
  - e. A completed DHR coordination package that has been completed in accordance with Appendix A of this document.
  - f. A completed T/E coordination package that has been completed in accordance with Appendix A of this document.
2. Upon completion of the COE chair’s 30 day review TNC will correct any deficiencies that are identified, by the IRT or TNC, in the project proposal. The COE’s 30 day review starts at the date of IRT meeting.
3. Within 15 days from the COE chair’s determination that the project proposal is complete, the COE chair will move forward with a 30 public notice.
4. Upon receipt of a complete project proposal AND a complete DHR coordination package the COE chair will initiate coordination with the DHR.
5. Within 15 days of the public notice suspense date the COE chair will forward all comments received to the IRT and TNC.

6. Within 30 days of the public notice suspense date, the COE chair will provide TNC an “Initial Evaluation Letter” (IEL). The “IEL “ will provide TNC with one of the following:
  - a. A recommendation of approval to move forward with development of the site development plan AND approval of all/portion of the proposed budget.  
**OR**
  - b. A recommendation of approval with changes to the original proposal. (Once all outstanding issues are resolved an official decision on how to proceed will be provided by the COE chair)  
**OR**
  - c. A recommendation that the project not move forward.

### **III. Submitting a Draft “Site Development Plan” (SDP):**

1. When submitting the Draft SDP TNC must include the following (via RIBITS):
  - a. Final estimated budget
  - b. Confirmed delineation
  - c. Red-lined Draft SDP (Appendix D)
2. Upon completion of the COE’s 30 day review and determination of the Draft SDP completeness the COE chair will provide TNC with one of the following:
  - a. A request for additional information.  
**OR**
  - b. Notification that the Draft SDP is complete.
3. Upon the COE chair’s receipt of a complete SDP the COE chair will forward the SDP to the IRT for a 35-day comment period. Upon completion of the 35-day comment period the COE chair will provide the following:
  - a. TNC with copies of any outstanding comments or recommendations that need to be addressed.  
**OR**
  - b. A 15 day notification, to the IRT, of the COE chair’s intent to approve or deny the project.
4. Upon completion of the IRT’s 15 day review the COE chair will provide TNC of the following:
  - a. Notification that a member of the IRT has requested to enter the dispute resolution process.  
**OR**
  - b. Notification that the SDP has been forward on for signature.
5. Upon TNC’s receipt of a signed SDP TNC, must load it and any supporting documents into the appropriate RIBITS project folder.

### **Additional Funds Requests Submitted prior to SDP approval:**

1. When TNC determines that additional funds are required for a project TNC must:
  - a. Post a revised budget, brief description of the need for additional funds and project map (revised is applicable) on RIBITS.

- b. Email the VDEQ and COE chairs that the additional funds request has been posted in RIBITS and its location.
2. If determined necessary, by the chairs, the COE chair will forward the request to the IRT for a 15 day review and comment period.
3. Upon completion of the IRT's 15 day comment period the COE chair will provide TNC with the following:
  - a. Notification of comments received and/or a request for additional information.
  - b. Notification that the chairs are in acceptance of the proposed budget revisions and that the project may continue to move forward with the next step in the review process.

### **Additional Funds Requests Submitted after SDP approval:**

#### **I. If the additional funds request is **NOT** an increase in excess of 10% from the final budget approved in the signed SDP.**

1. If the additional funds request is **NOT** an increase in excess of 10% from the final budget that was approved in the signed SDP, TNC will:
  - a. Post the revised budget in RIBITS
  - b. Notify the VDEQ and COE chairs that a revised budget has been requested.
  - c. Place the project on the next CCC.
2. Upon completion of the COE and VDEQ chair's review the COE chair will notify TNC of the following:
  - a. The additional funds request has been approved. A copy of the approval and revised budget request will be forward to the IRT for their records.

#### **OR**

- b. The additional fund request has been forwarded to the IRT for a 30 day review and comment period.
  - 1) Upon completion of the IRT's 30 day review the COE chair will forward all comments to the TNC.
  - 2) Once all outstanding issues are resolved the COE chair will provide an official decision, typically within 45 days, on how to proceed.

#### **II. If the additional funds request **IS** an increase in excess of 10% from the final budget approved in the signed SDP.**

1. If the additional funds request **IS** an increase in excess of 10% from the final budget that was approved in the signed SDP, TNC will:
  - a. Post the revised budget in RIBITS
  - b. Notify the VDEQ and COE chairs that a revised budget has been requested.
  - c. Place the project on the next CCC.
2. Upon completion of the COE chair's review the COE chair will forward the additional funds request to the IRT a 30 day review and comment period.
3. Upon completion of the IRT's 30 day suspense date the COE chair will forward all comments to the TNC.
4. Once all outstanding issues are resolved the COE chair will provide an official decision, typically within 45 days, on how to proceed.

### **Jurisdictional Determination (JD) Request for SDP Submittal:**

1. TNC will submit a complete JD report and data sheets to the COE chair for assignment. The delineation must be completed in accordance with the Corp's 1987 Wetland Delineation Manual and any applicable Regional Supplements to the Corps of Engineers Wetland Delineation Manual.
2. Upon receipt of a complete JD request the COE chair will forward the request on to the appropriate territory or chief for assignment. The COE chair will notify TNC when a COE PM has been assigned.
3. TNC will communicate directly with the COE PM and will include a copy of the approved delineation map and confirmation letter in the draft SDP submittal.

### **Jurisdictional Determination Request for Credit Release:**

1. TNC will submit a completed jurisdiction delineation JD report and data sheets to the COE chair for assignment. The delineation must be completed in accordance with the Corp's 1987 Wetland Delineation Manual and any applicable Regional Supplements to the Corps of Engineers Wetland Delineation Manual.
2. Upon receipt of a complete JD request the COE chair will forward the request on to the appropriate territory or chief for assignment. The COE chair will notify TNC when a COE PM has been assigned.
3. TNC will communicate directly with the COE PM and will include a copy of the approved delineation map and confirmation letter in the credit release request.

### **Annual Mitigation Site Monitoring Reports:**

1. TNC will upload a copy of the report into RIBITS and notify the COE and VDEQ chairs that it has been posted and its location.
2. Upon receipt of the monitoring report the COE chair will forward the request on to the appropriate territory or chief for assignment. The COE chair will notify TNC when a COE PM has been assigned.
3. The COE chair will coordinate the monitoring report with the IRT for a 90 day review and comment period. If a site visit is requested TNC will submit a Doodle Poll request to the IRT and COE PM.
4. Upon completion of the IRT's 90 day review period the COE chair will provide the TNC with comments received and any required changes.

### **Annual Mitigation Site Monitoring Reports with a Credit Release Request:**

1. TNC will upload a copy of the report into RIBITS and notify the COE and VDEQ chairs that it has been posted and its location.
2. Upon receipt of the monitoring report the COE chair will forward the request on to the appropriate territory or chief for assignment. The COE chair will notify TNC when a COE PM has been assigned.
3. TNC will submit a Doodle Poll request for a site visit to the IRT and COE PM.
4. Upon completion of the site visit the IRT will have 15 days to comment on the credit release request and monitoring report.

5. Within 30 days of the completion of the IRT's review period the COE chair will provide TNC with ONE of the following:
  - a. Approval of the credit release as requested.
  - b. Approval of a revised credit release and explanation of the revised totals.
  - c. An additional information request and/or notification (with explanation) that credits cannot be released at the present time.

## **CREDIT RELEASE REQUEST**

1. TNC will post the credit release request in RIBITS and send a Doodle Poll requesting a site visit to the IRT.
2. Upon receipt of the credit release request and Doodle Poll request the COE chair will forward to the appropriate COE PM.
3. TNC will communicate directly with the COE PM, and copy the COE chair, regarding scheduling and comments received during the site visit.
4. Upon completion of the site visit the IRT will have 15 days to comment on the credit release request and monitoring report.
5. Within 30 days of the completion of the IRT's review period the COE chair will provide TNC with ONE of the following:
  - a. Approval of the credit release as requested.
  - b. Approval of a revised credit release and explanation of the revised totals.
  - c. An additional information request and/or notification (with explanation) that credits cannot be released at the present time.

## **As-Built Survey for Credit Release**

1. TNC will upload a copy of the as-built into RIBITS and notify the COE and VDEQ chairs that it has been posted and its location.
2. TNC will submit a Doodle Request for a site visit if requested by the COE or VDEQ chair.
3. Upon completion of the site visit or COE chair coordination the IRT will have 15 days to comment on the credit release request and as-built.
4. Within 30 days of the completion of the IRT's review period the COE chair will provide TNC with ONE of the following:
  - a. Approval of the credit release as requested.
  - b. Approval of a revised credit release and explanation of the revised totals.
  - c. An additional information request and/or notification (with explanation) that credits cannot be released at the present time.

## **As-Built Survey**

1. TNC will upload a copy of the as-built into RIBITS and notify the COE and VDEQ chairs that it has been posted and its location.

2. The COE chair will coordinate the as-built with the IRT for a 90 day review and comment period.
3. Upon completion of the IRT's review period the COE chair will provide TNC with comments received and any required changes.

## APPENDIX A

**A DRAFT PROJECT PROPOSAL** must include all of the following:

1. Vicinity map
2. Description of the work proposed
3. DSS map
4. Description of eminent threats to property
5. Potential crediting ( wetland vs. stream) and (tidal vs. non-tidal)
6. Updated watershed liability
7. Description of the current property owner
8. Discussion whether TNC will be purchasing the land or just easements
9. Brief description of current site conditions
10. Proposed Geographic Service Area

**A COMPLETE BUDGET** (for estimated and final budget submittals) must include all of the following (when applicable):

- |                                  |   |
|----------------------------------|---|
| 1. Long-term management          | 10. Closing fees                            |
| 2. Monitoring and Maintenance    | 11. Stewardship startup costs               |
| 3. Catastrophic Fund             | 12. Stewardship endowment                   |
| 4. Purchase costs                | 13. Delineation cost                        |
| 5. Legal expenses                | 14. Travel cost                             |
| 6. Environmental Assessment Form | 15. Historic/Cultural resource survey costs |
| 7. Survey                        | 16. Design and construction costs           |
| 8. Appraisal                     | 17. Other                                   |
| 9. Title search and insurance    |   |

**A COMPLETE DHR COORDINATION PACKAGE** must include all of the following:

1. A vicinity map with the project boundaries clearly marked
2. A DSS map
3. A copy of the DSS printouts for all known resources
4. A completed DHR coordination form (Appendix E)
5. A copy of any completed surveys

**A COMPLETE FEDERAL T/E COORDINATION PACKAGE** must include the following:

1. A review of the USFWS IPAC system: <http://ecos.fws.gov/ipac>
2. A completed Species Conclusion Table (Appendix F)



EXAMPLES OF ITEMS APPROPRIATE FOR CCC:	EXAMPLES OF ITEMS THAT MUST GO TO THE IRT FOR REVIEW:	EXAMPLES OF ITEMS THAT REQUIRE A NEW PUBLIC NOTICE
Request for recommendations on formats, submittal requirements, etc.	Additional funds increase requests (in excess of 10% of the final budget in the signed SDP) or when determined necessary by the Co-chairs	Any items the DE determines significant enough to warrant a modification
Additional Funds increase requests not in excess of 10% of the final budget in the signed SDP	Site Development Plan approvals and revisions	Additional crediting requests
Reviewing responses to public comments	Crediting revisions	Changes in crediting (i.e wetland to streams)
Project status updates	Monitoring plan approvals and revisions	Additional acreage added
Site visit requests/updates	Monitoring report approvals	Additional parcels/sites added
Project assignment updates	Project Proposal reviews	
USM form questions	Credit release requests	
VARTF process questions	Project closure request	
Section 106 review updates	Final design plans	
Permitting issues	As-built surveys	

## **OTHER NOTES**

**\*\* Project information must be posted in RIBITS no less than two weeks prior to the IRT meeting or the project will be removed from the IRT agenda.**

**\*\*TNC will include a list of proposed IRT agenda items at the co-chairs conference call.**

**\*\*An agenda must be received no less than one week in advance of our COE/DEQ/VDHR CCC or the CCC will be cancelled.**

**\*\*Minutes from the previous COE/DEQ/VDHR CCC must be received no less than one week prior to subsequent COE/DEQ/VDHR CCC or the CCC will be cancelled**

**\*\*All project coordination should be done through RIBITS. Documents should not be sent via email. Call agendas and meeting minutes should be distributed via email.**

**\*\*For draft and complete project proposal review, the IRT's review period for comments begins the day of the IRT meeting not when the information is posted in RIBITS.**

**\*\*Jurisdictional determination requests will typically be confirmed within 3 months from the COE PM's receipt of a complete JD package.**

**\*\*The TNC is responsible for ensuring that all appropriate federal and state permits are obtained prior to the commencement of onsite construction.**

**\*\*When submitting a joint permit application clear mark it "VARTF project to be assigned to Anna Lawston at the COE and Bettina Sullivan at the VDEQ".**

**\*\*A complete joint permit application must include all pages for tidal impacts, non-tidal impacts or both (when applicable).**

## RIBITS ACCESS AND DATA ENTRY

1. Current Access permissions:
  - a. Chris, Jovan and Diane: can review documents, upload documents
  - b. Karen and Suzy: upload documents, upload credit releases, upload credit withdrawals from project sites, upload shapefiles, make ledger revisions, make documents visible to the public
2. All information must be submitted in project specific folders. No more using the VARTF proposed project folder.
3. As soon as project is in concept the project should be given a number and sent to Anna to create a folder.
  - a. TNC and Corps will use agreed upon naming convention.
    - i. Project number – TNC priority area (ex. LJ-14)
4. For all “OPEN” project the following information needs to be entered/uploaded:
  - a. Approved Site Development Plans
  - b. Approved monitoring plans
  - c. Vicinity maps
  - d. Conservation easements
  - e. Project approval documents
  - f. Credit releases
  - g. Approved Final Budget or Budget Revisions
5. For all “CLOSED” projects a close date must be entered
6. For all “WITHDRAWN” projects a lat/long is needed
7. Quarterly Advance Credit ledgers must be provided to Anna for uploading.

## APPENDIX B

## **TNC Off-Site Mitigation Location Guidelines Checklist**

### **A. General regulatory requirements and practices:**

1. Project within same 8 digit HUC as impact: Yes \_\_\_\_ No \_\_\_\_
2. Project within same physiographic province as impact: Yes \_\_\_\_ No \_\_\_\_
3. Project within an adjoining HUC in same river basin Yes \_\_\_\_ No \_\_\_\_
4. Project outside of this area Yes \_\_\_\_ No \_\_\_\_ (If “Yes” then provide documentation that no suitable sites are available in area)
5. Mitigation is in-kind: Yes \_\_\_\_ No \_\_\_\_

### **B. Evaluate & Document whether project meets the following criteria:**

1. Wetland restoration: Yes \_\_\_\_ No \_\_\_\_
2. Wetland creation: Yes \_\_\_\_ No \_\_\_\_
3. Wetland Preservation Yes \_\_\_\_ No \_\_\_\_ Is the preservation area exemplary and/or under threat? Yes \_\_\_\_ No \_\_\_\_
4. Stream restoration/enhancement: Yes \_\_\_\_ No \_\_\_\_
5. Stream Preservation: Yes \_\_\_\_ No \_\_\_\_ Is the preservation area exemplary and/or under threat? Yes \_\_\_\_ No \_\_\_\_
6. Mitigation sites contiguous or connected to other aquatic areas Yes \_\_\_\_ No \_\_\_\_
7. Current, planned, or foreseeable activities upstream or upgradient of project that may adversely affect mitigation project: Yes \_\_\_\_ No \_\_\_\_ Uncertain \_\_\_\_
8. Is there an existing or proposed development upstream of, upslope of, or adjacent to the mitigation project? Yes \_\_\_\_ No \_\_\_\_ Uncertain \_\_\_\_
9. Are there areas upstream of, upslope of, or adjacent to the mitigation project that are zoned or identified for future development in the comprehensive plan, long-range plan, or zoning overlay? Yes \_\_\_\_ No \_\_\_\_
10. Does proposed riparian buffer protection provide greater protection than state or local requirements? Yes \_\_\_\_ No \_\_\_\_ Is proposed riparian buffer a minimum of 100 feet wide on each side of the channel? Yes \_\_\_\_ No \_\_\_\_
11. Are there any easements, liens, rights of way, reserved timber or mineral rights on project site or adjoining lands? Yes \_\_\_\_ No \_\_\_\_ If Yes, describe \_\_\_\_\_
12. Is mitigation site consistent with local planning requirements? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_
13. Describe order(s) of streams on project site \_\_\_\_\_
14. Is recordation of a third party conservation easement proposed for the project? Yes \_\_\_\_ No \_\_\_\_ If No, please explain \_\_\_\_\_

C. Does the project satisfy one or more of the following criteria? If the answer is “Yes” then describe.

1. Does it abut or adjoin an existing reserve or conservation area or create or contribute to a corridor linking existing reserves, conservation areas, or large aquatic systems? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_
2. Does it conserve or restore habitat for one or more state or federal-listed species, including critical habitat or Threatened/Endangered Species Waters? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_
3. Does it conserve or restore habitat for species identified as rare by DCR- Division of Natural Heritage or Species of Greatest Conservation Need in the Virginia Wildlife Action Plan? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_
4. Does it conserve or restore aquatic resources or buffers areas identified by DCR- Division of Natural Heritage as rare or imperiled natural communities? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_
5. Does it contribute to improved water quality for identified/designated impaired waters? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_
6. Does it remove barriers to fish passage in areas identified by VDGIF as meriting improvement? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_
7. Does it restore, enhance, preserve aquatic resources and/or riparian areas identified as meriting conservation in an approved watershed management plan or conservation plan? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_
8. Does it conserve/restore the entire watershed upstream of the project site? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_
9. Does it remediate inputs of substantial amounts of sediments or remove other pollutants to downstream waters? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_
10. Does it conserve or restore areas designated by VDGIF as wild trout streams or Anadromous Fish Use Areas? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_
11. Does it follow the objectives and prioritization strategy of the compensation planning framework? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_

## APPENDIX C

# Norfolk District Prospectus Checklist [per 33CFR 332.8(d)(2)]

October 2009

- ☐ 1) Contact information (name, address, telephone number, email address, etc.) for the Sponsor, the land owner and the agent.
- ☐ 2) Indicate whether the sponsor owns the land or is acquiring an interest in the proposed bank sites (fee simple acquisition, easement, etc).
- 3) Identify the objectives of the proposed mitigation bank.
  - ☐ a) Identify the method(s) of proposed compensation (wetland creation/restoration, stream restoration/enhancement, preservation, etc.) that will be provided.
  - ☐ b) Identify an estimated amount (acres/linear footage) of each compensation type that will be provided.
  - ☐ c) Identify the aquatic functions to be restored/enhanced (water quality improvement, flood storage, wildlife habitat, etc.).
- 4) Describe how the bank will be established.
  - ☐ a) Summarize the work intended to accomplish site activities.
  - ☐ b) Describe how the proposed work will meet identified goals and objectives.
  - ☐ c) Provide a vicinity map (USGS topographic map).
  - ☐ d) Provide a current aerial photograph identifying the area to be included within the bank limits.
  - ☐ e) Provide a conceptual development plan showing the proposed work.
- 5) Identify the proposed service area.
  - ☐ a) Provide a map identifying the proposed service area of the bank.
  - ☐ b) Provide a rationale for determining the limits of the proposed service area.
- 6) Identify the general need for and technical feasibility of the proposed mitigation bank.
  - ☐ a) Identify any watershed plans the mitigation project would accommodate.
  - ☐ b) Identify any regional or local benefits derived from the bank.
  - ☐ c) Identify any potential threats to the bank site or resource type the bank intends to provide and/or protect.
  - ☐ d) Discuss the proposed construction work required to develop the bank and its feasibility.
- 7) Describe the ecological suitability of the site to achieve the objectives of the proposed mitigation bank, including the physical, chemical, and biological characteristics of the bank site and how that site will support the planned types of aquatic resources/functions.
  - ☐ a) Summarize current site conditions including land use, vegetation, hydrology, and soils (forested, row-cropped, pasture, ditched and drained wetland, previously channelized streams, etc). Pictures are helpful.
  - ☐ b) If known, include information on rare or T/E species, historic properties, impaired waters (303(d) streams), etc.
  - ☐ c) Identify any known encumbrances (mortgages, liens, rights-of-way, servitudes, easements, etc.) on the property.

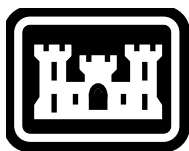


- ☐ d) Identify previous land uses of the site and adjacent properties.
  - ☐ e) Identify current zoning and any existing and/or proposed development adjacent to the bank site.
  - ☐ f) Identify current zoning of the bank site.
  - ☐ g) Summarize the historical hydrology of the site.
  - ☐ h) Indicate whether a jurisdictional determination of “waters of the U.S.” has been made by the Corps. This will be needed to support development of an MBI and mitigation plan
  - ☐ i) Identify which of the Virginia Off-site Mitigation Location Guidelines are met by the proposal and how they were met.
- 8) Identify the proposed future ownership arrangements and long-term management strategy for the proposed mitigation bank.
- ☐ a) Identify the proposed long-term management strategy.
  - ☐ b) Identify the likely party that would be responsible for long-term management.
  - ☐ c) Identify the proposed site protection instrument that would be utilized and the likely responsible parties.
- ☐ 9) Summarize the qualifications of the sponsor to successfully complete the type of mitigation project proposed. Including information describing past actions undertaken by the sponsor that demonstrate experience in the restoration, creation, preservation, or enhancement of aquatic resources.
- 10) Assurance of sufficient water rights and/or hydrological influences on the site to support the long-term sustainability of the mitigation bank.
- ☐ a) Describe any existing hydrologic disturbances on and adjacent to the site.
  - ☐ b) Identify any temporary or long-term structural management requirements (levees, weirs, culverts, etc.) needed to assure hydrologic/vegetative restoration.
  - ☐ c) Describe generally (a water budget is not required at this point):
    - ☐ i. Water source(s) and losses (precipitation, surface runoff, groundwater, stream, tidal, etc.)
    - ☐ ii. Hydroperiod (seasonal depth, duration, and timing of inundation and/or saturation)
    - ☐ iii. Approximate contributing drainage area (map and size).
- ☐ 11) Names and mailing addresses of all adjacent property owners (APOs). If there are more than 3 APOs, mailing labels should be provided with the prospectus.

## APPENDIX D

Site Development Plan Template – to be inserted once revisions are completed.

## APPENDIX E



**U.S. Army Corps  
Of Engineers**  
Norfolk District

**DATE SENT:**

**SUSPENSE DATE:** 30 days plus 3 mail days

## **VDHR COORDINATION FORM**

**AGENCY NAME:** Corps of Engineers, Regulatory Branch

**PROJECT NAME:**

**CORPS PROJECT NUMBER:**

**CORPS PROJECT MANAGER:** Anna Lawston, 540-937-4197

**APPLICANT'S NAME AND ADDRESS:**

**CONSULTANT'S NAME AND ADDRESS:**

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### **PROJECT INFORMATION**

**PROJECT DESCRIPTION:** *Brief description of the project including dimensions/acreages. Note if the site has been previously disturbed.*

**PROJECT LOCATION:**

**PERMIT AREA/AREA OF POTENTIAL EFFECT:** *State the dimensions/acreage of the permit area, including the area of ground disturbance.*

**KNOWN HISTORIC PROPERTIES:**

**A) ARCHAEOLOGICAL SITES:**

**B) ARCHITECTURAL:** *(include any structures likely to be 50 years or older within view shed of permitted structures)*

**CORPS EFFECT DETERMINATION:** *(If enough information available)*

☐ Initial Coordination Only (effect unknown)

☐ No Effect

☐ No Adverse Effect

☐ Adverse Effect

Comments:

**ENCLOSURES:**

☐ Project Vicinity Map or Quad Sheet (with location marked)

☐ Plan view drawings with permit area marked

☐ Printout from VDHR Data Sharing System (DSS)

☐ DSS inventory form for known historic properties

☐ Photos of structures (if available)

☐ Copies of previous correspondence from VDHR

## APPENDIX F

Species Conclusions Table

Project Name:

Date:

Species/Resource Name	Conclusion	ESA Section 7 / Eagle Act Determination	Species Info / Habitat Description	Notes / Determination
Eagles (Haliaeetus leucocephalus)				
Eagle Nests				
Eagle Concentration Areas				
Critical Habitat				
Other (other species not listed above or required coordination for NOAA, DCR, & VDGIF)				