VOLUNTARY PRELIMINARY REVIEW GUIDANCE
Prepared by the
JOINT AGENCY TRANSPORTATION COMMITTEE

The Joint Agency Transportation Committee (JATC) consisting of representatives from the Michigan Department of Transportation (MDOT) the County Road Association of Michigan (CRAM), the Michigan Municipal League (MML) and the Michigan Department of Environmental Quality (MDEQ) has developed the attached form to allow Public Transportation Agencies (PTA’s) to solicit early hydrologic/hydraulic and environmental input on their future projects.

If your agency desires a preliminary review, please complete the form and provide appropriate plans, keeping in mind that the more information you can provide the resource agency, the more comprehensive response you will receive. Partially completed forms will be processed. However, the hydraulic and environmental response on partially completed forms may be less comprehensive. The MDEQ will, however, make every effort to respond to your agency as comprehensively as possible and within approximately 60 days.

The use of this voluntary preliminary review process will allow the MDEQ to better serve PTA’s during the project planning process. We hope that this service provides a cost and time savings by eliminating unnecessary redesigns and delays when the applications for the environmental permits are submitted. Please mail your form and plans to the appropriate address listed below.

### Upper Peninsula
Water Resources, DEQ
Upper Peninsula District Office
1504 W. Washington
Marquette, MI 49855

Attention: John Gustafson
Telephone: 906-203-9887

### Northern Lower Peninsula
Water Resources Division, DEQ
Gaylord Field Office
2100 West M-32
Gaylord, MI 49735

Attention: Jeff Silagy
Telephone: 989-370-1569

### Southeast Lower Peninsula
Water Resources, DEQ
P.O. Box 30458
Lansing, MI 48909-7958

Attention: John Skubinna
Telephone: 517-284-5501

### Southwest Lower Peninsula
Water Resources Division, DEQ
Grand Rapids District Office
350 Ottawa Avenue, NW, Unit 10
Grand Rapids, MI 49503-2341

Attention: Holly Vickers
Telephone: 616-295-2787
To all Transportation Agencies:

Public Transportation Agencies (PTAs), which include the Michigan Department of Transportation (MDOT), County Road Commissions (CRAM), and Municipalities (MML); and the Michigan Department of Environmental Quality (MDEQ) have a signed Memorandum of Understanding (MOU). The purpose of this agreement is to speed the processing of construction-related environmental permits for transportation projects.

The MDOT, MDEQ, CRAM, AND MML formed a Join Agency Transportation Committee (JACT) to develop ideas on methods to improve environmental permit services for the following types of Act 51-funded transportation projects.

- Bridges, Culverts
- Road projects which impact wetlands, floodplains and dunes
- Drainage Structures below the ordinary high water mark
- Boardwalks

In the interest of providing better services to PTAs, we have developed a voluntary preliminary project-review process. This process will determine if your project will have environmental impacts on wetlands, flood plains, lakes, streams, endangered species, or if there are other environmental concerns.

The JATC recommends that PTAs complete the following form and provide a sketch or plans of the proposed project. The PTA should provide as much information as possible early in the planning process. The PTA will receive information on how the proposed project will impact the environment. The MDEQ will assist the agency in identifying wetlands and determining mitigation options. They will notify you of any environmental permits required for your project. They will also provide you with environmental information. The MDEQ will inform you if a public-notice period is necessary before they take final action on your proposal.

The voluntary preliminary review process will allow the MDEQ to review your permit application more expediently once it is submitted. The preliminary review process provides the designer with any environmental issues early on. This will minimize the need for design changes to comply with state statutes.

The purpose of the voluntary preliminary project-review process is to better serve transportation agencies. When time allows, we recommend that PTAs take advantage of this new process to enable the MDEQ to assist you with your environmental requirements.

Joint Agency Transportation Committee
# DEQ FILE NO.-FOR OFFICIAL USE

## APPLICANT INFORMATION

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<tr>
<th>APPLICANT/OWNER</th>
<th>AGENT</th>
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<td>NAME</td>
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## PROJECT LOCATION

*Please include a location map with North arrow. USGS quadrangle map is preferred along with a sketch of existing and proposed conditions.*

<table>
<thead>
<tr>
<th>ROAD NAME &amp; LIMIT OF PROJECT</th>
<th>BODY OF WATER</th>
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<tbody>
<tr>
<td>COUNTY</td>
<td>CITY/TOWNSHIP</td>
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<tr>
<td>TOWN</td>
<td>RANGE</td>
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</tbody>
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## GENERAL INFORMATION

Select project type:
- [ ] Bridge Replacement, [ ] Culvert Replacement, [ ] Road Widening, [ ] New Road, [ ] Multiuse Path

Estimated letting date: ___/___/_____

Are there Federal or State transportation funds (Act 51 Funds) involved?  [ ] Yes  [ ] No  [ ] Unsure

Explain the purpose and need for the project:

________________________________________________________________________

________________________________________________________________________

Describe any alternative designs or locations that have been considered:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
WETLANDS
Are there any Wetlands involved?  □ Yes  □ No  □ Unsure
Has a wetland assessment been performed?  □ Yes  □ No, if so by who?  __________
Cubic Yards of Fill (estimated)  □ 0 – 50, □ 50 – 300, □ 300 – 1000, □ 1000 – 10,000, □ >10,000
Surface Acres of disturbed Wetland (estimated)  □ < 0.1 Acre  □ 0.1 to 2 Acres  □ >2 Acres
Is there a Lake/Stream/County Drain within 500 feet?  □ Yes  □ No  □ Unsure

MULTIUSE PATHS/BOARDWALKS
Proposed path width:  _______ feet
Proposed boardwalk width:  _______ feet
Proposed height above existing ground:  _______ feet
Length of boardwalk/path across wetlands  _______ feet
Have alternatives been evaluated to avoid wetlands?  □ Yes  □ No
Explain: ________________________________________________________

How many stream/drain crossings are proposed with the multiuse path?  _______

FLOODPLAINS – BRIDGE/CULVERTS
Has water ever over topped the Bridge or the Approach?  □ Yes  □ No  □ Unsure
Is a road grade elevation increase anticipated?  □ Yes  □ No  □ Unsure
Are there existing flood related problems at this site?  □ Yes  □ No  □ Unsure
Is there existing high water documentation?  □ Yes  □ No  □ Unsure
Has a flood frequency discharge been provided by DEQ?  □ Yes  □ No
Has a hydraulic analysis been conducted?  □ Yes  □ No
If yes, is it included for review?  □ Yes  □ No
Cubic yards of fill proposed below the floodplain elevation:  _______ cubic yards
How much compensating cut is proposed?  _______ cubic yards

STRUCTURE DATA

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<thead>
<tr>
<th>EXISTING</th>
<th>ANTICIPATED (REPLACEMENT)</th>
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<tr>
<td>TYPE:</td>
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<td>SPAN/RISE</td>
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<td>WIDTH (BRIDGE)</td>
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<td>LENGTH (WATERWAY)</td>
<td>LENGTH (WATERWAY)</td>
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<tr>
<td>WATERWAY AREA (TOTAL)</td>
<td>WATERWAY AREA (TOTAL)</td>
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TYPE OF DATUM:  □ NAVD, □ NGVD, □ USGS, □ GLD, □ LOCAL or □ Other _______

NOTE:  The DEQ will review your project and submit information to your agency within 60-90 days relative to the following: floodplains, wetlands, inland lakes and streams, endangered species, natural rivers, navigation and other site specific environmental and engineering concerns. Please mail your form and plans to the appropriate address listed on the Voluntary Preliminary Review Guidelines page.