

From Bruce Kadzban, Local Agency Program Section Administrator

Updated NEPA Form 5323

Direct questions and inquiries regarding this Advisory to:

MDOT
Development Services
Division
Local Agency Program
www.michigan.gov/mdotlap

Deena Woodward
MDOT Local Agency
Program
LAP Environmental Unit
Lead
Woodwardd2@Michigan.gov

MDOT's Local Agency Environmental Unit recently updated the Local Agency Environmental Clearance Form [5323 environmental clearance form](#).

Major updates to the form include:

- Added expected letting date.
- Clarified mapping requirements.
- Added clarifying questions for the scope of work, and updated [exempt work types](#) for the Threatened and Endangered Species page.
- Eliminated the check boxes on the Historic Preservation page.
- Clarified when public involvement is required versus recommended.
- Updated Environmental Justice language.

Process Reminders

Local agencies should submit the 5323 form 4 to 6 months prior to its Grade Inspection (GI) submittal. See the [2024 LAP Project Planning Guide](#) for applicable timeframes. A complete MDOT-approved clearance form must be on file before fund obligation.

Local agencies having projects that include federal undertakings (receiving federal aid, permits, licensing, or oversight), must complete a 5323 form and place it and the required attachments into the appropriate ProjectWise folder and change the state to "Pending". Following the state change, we recommend emailing MDOT-LAP-NEPA-Reviews@michigan.gov informing that the documents are ready for review.

NEPA coordinators will send a received notification within one week of your submission. If the local agency has not received this notification, please notify the coordinators again.

For more information on the process, please review [Local Agency Procedures for Requesting PW Folders and Submitting Enviro Documents](#).

Additional Information

MDOT also updated the [Threatened and Endangered Species Review Process](#) for local agencies. The document is accessed on the opening page of the LAP website, at the [NEPA Guidance](#) link.

If you have any questions or need additional information, please contact the NEPA coordinators at MDOT-LAP-NEPA-Reviews@michigan.gov or Deena Woodward, LA Environmental Unit Leader at WoodwardD2@Michigan.gov.