**Local Projects NEPA documentation Checklist:**

1. Conceptual Plans

* Location map on cover sheet of plans
* Beginning and End points of the project
* Scope of Work – project description on cover sheet
* VTrans Project Number
* If 4f property is involved, provide ROW lines - Historic needs takes (fee simple) and permanent easements shown on plans and reasons for each (also need temporary easements for CE). Easement areas shall be colored, shaded or hatched on the plans.
* Cut and fill lines on plans

1. Scoping Study – Include study and supporting document

* If there is one.

1. Draft CE or PACE

* Use the templates provided on the MAB Sharepoint site, which is located [here](https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/Environmental.aspx).
* Any supporting documentation for the Natural Resource review (e.g. wetland impacts, delineations, wetland data sheets, correspondence/ emails, permits, etc.). It is best to use the Natural Resources review template found on Sharepoint or a similar format.
* Archaeology reports, reviews, recommendations, etc.
* Historic reports, reviews, recommendations, etc.
* Public meeting information – public meeting dates and information (for 4(f) review and CE)
* Any additional supporting information - photos, hazardous waste studies, noise studies, etc.

Provide separate documents as follows:

The PACE/CE should be provided as a word document (for editing purposes)

All the supporting documents (plans, Arch ARA, Natural Resource studies, etc.) should be provided as individual pdf reports/ plan sets and not merged into one pdf.