

## **SECTION 2B – 4 - REQUEST FOR ENVIRONMENTAL EVALUATION**

### **REQUEST FOR APPROPRIATE ENVIRONMENTAL DOCUMENT**

When preliminary plans are complete, the Environmental Division should be requested (Form [LD-252](#)) to prepare an appropriate environmental document. This memorandum should contain a brief description of the corridor or corridors to be presented at the public hearing and the approximate date of the public hearing. Copies of this memorandum should go to the District Administrator, District Construction Engineer and Residency Administrator and other affected divisions within the Department. This is the point at which an official environmental document is requested. The Environmental Division is involved in environmental evaluations earlier in the location studies (See [Section 2A-1-PROJECT INITIATION](#)).

### **DATA TO BE SUBMITTED**

Electronic files of the corridor/s under consideration and copies of pertinent correspondence for each corridor should accompany the request for the preparation of an environmental document. Costs will be figured after the request, and furnished prior to the completion of the document. In addition, it is desirable that the designer and the Environmental Team leader assigned to the project meet in order to review the data submitted and assure a complete understanding of the various aspects of the project. Contact should also be made with the [Policy and Procedure Section](#)\* to discuss visual aids, statements, brochures and a public involvement program. Traffic data is requested from the Transportation and Mobility Planning Division by Environmental Division.

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\* Rev. 7/11