

Guide to the System Impact Action Process

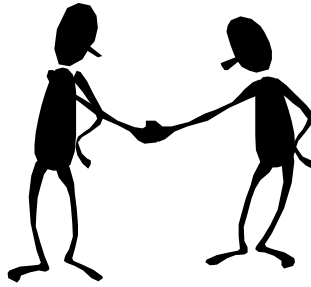


**Transportation Planning and Programming Division
Transit, Safety & Planning Bureau
2701 Prospect - P.O. Box 201001
Helena, MT 59620-1001
May 2024**

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Working Together to Preserve Montana's Transportation System



The System Impact Action process is a coordinated review of projects initiated outside of MDT that may substantially and permanently impact the transportation system. The goals of this process include:

- Provide an avenue for private developers to request access to and from the state highway system.
- Facilitate a timely review of the developer's request amongst a varied group of MDT technical offices.
- Identify reasonable accommodation of the developer's project needs.
- Preserve the safety, operational efficiency and integrity of Montana's transportation system.
- Protect taxpayer investments by recovering costs from developers for their project's impacts to the transportation system.
- Ensure MDT permitting does not precede an environmental process (NEPA/ MEPA).

Coordinated through the Transit, Safety & Planning Bureau
2701 Prospect Avenue / PO Box 201001
Helena, MT 59620-1001

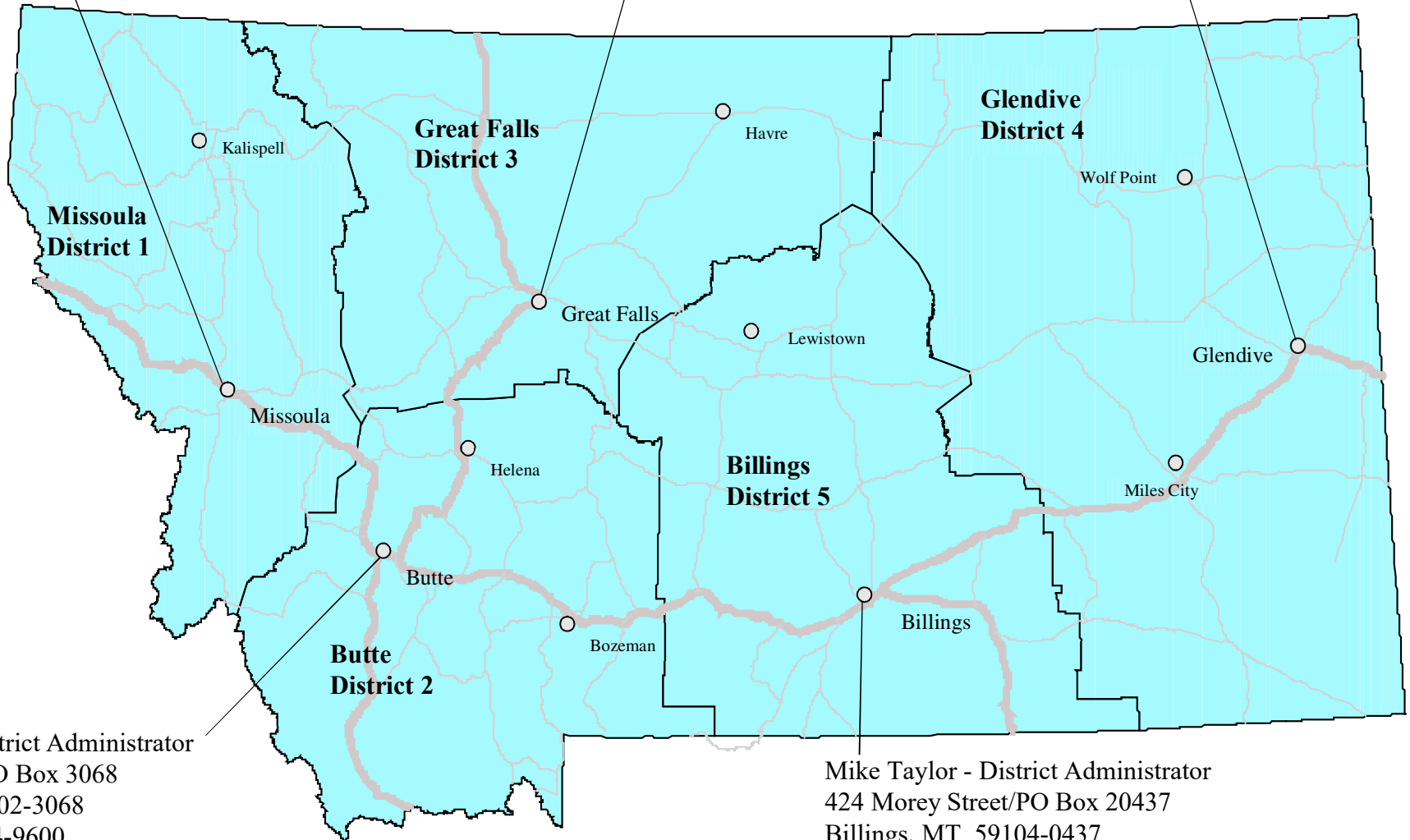
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Jean Riley, PE (406) 444-9456
Mike Tierney (406) 444-9416
Reid Rowsey (406) 444-9342
Erin Watt (406) 444-1518

District and Area Offices

Bob Vosen - District Administrator
2100 W. Broadway/PO Box 7039
Missoula, MT 59807-7039
Phone (406)523-5800

Jim Wingerter-District Administrator
200 Smelter Ave. NE/PO Box 1359
Great Falls, MT 59403-1359
Phone (406)454-5880

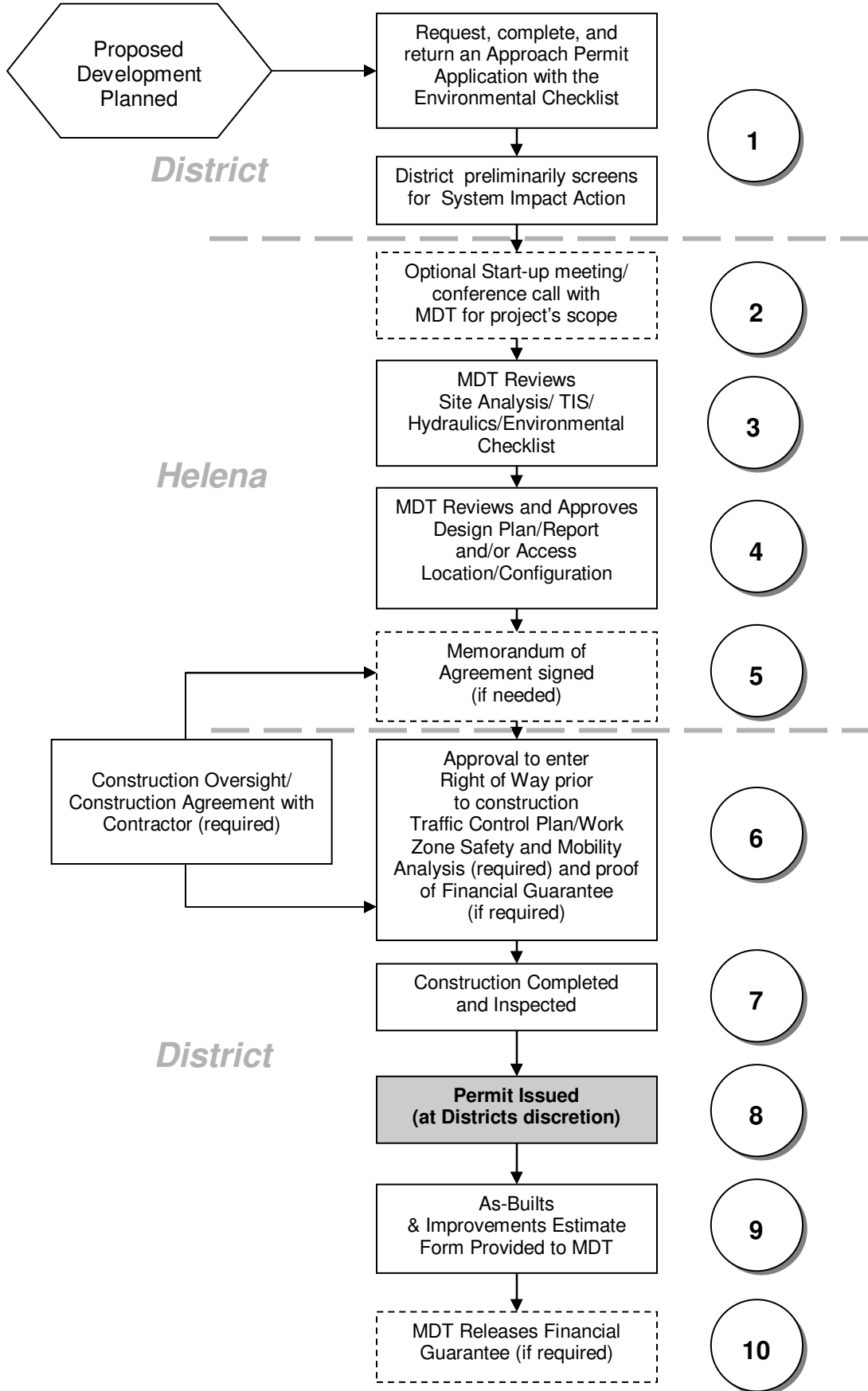
Shane Mintz -District Administrator
503 N. River Ave./PO Box 890
Glendive, MT 59330-0890
Phone (406)345-8200



Geno Liva- District Administrator
3751 Wynne/PO Box 3068
Butte, MT 59702-3068
Phone (406)494-9600

Mike Taylor - District Administrator
424 Morey Street/PO Box 20437
Billings, MT 59104-0437
Phone (406)252-4138

System Impact Action Process

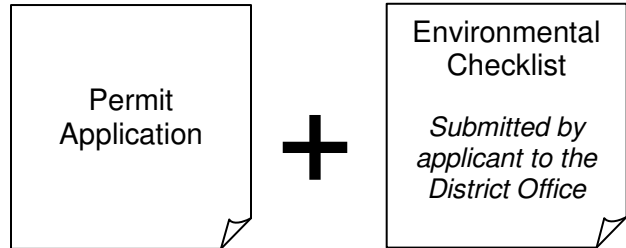


See following process steps for definition and submittal requirements

System Impact Action Process Steps

1.

Developer submits an approach, encroachment, or utility permit application with Environmental Checklist to MDT-District Office.



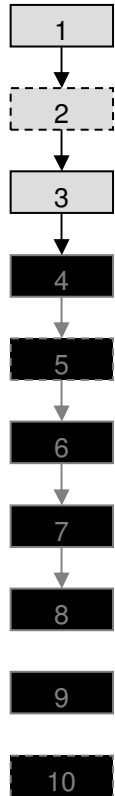
2.

The optional Start-up meeting with MDT is to scope new projects with the developer(s) and/or their consultants. This meeting is to determine the detail needed for system impact assessment, whether it is a high-level site analysis or an in-depth Traffic Impact Study. If you have worked with MDT on prior projects, you may opt to go directly to activity three.

3.

MDT reviews the Site Analysis, Right-of-Way, Hydraulics, Environmental & Traffic Impact Study and identifies conditions for concurrence with the development's identified needs and the associated impacts and mitigation measures to be addressed.

The time required to review and approve the Study is directly related to the quality of the analysis and recommendations. If the study is sub-standard the Developer/Consultant must correct the document and resubmit.



Online Driveway Approach and Encroachment Permit Application:

<https://app.mdt.mt.gov/mntencr/>

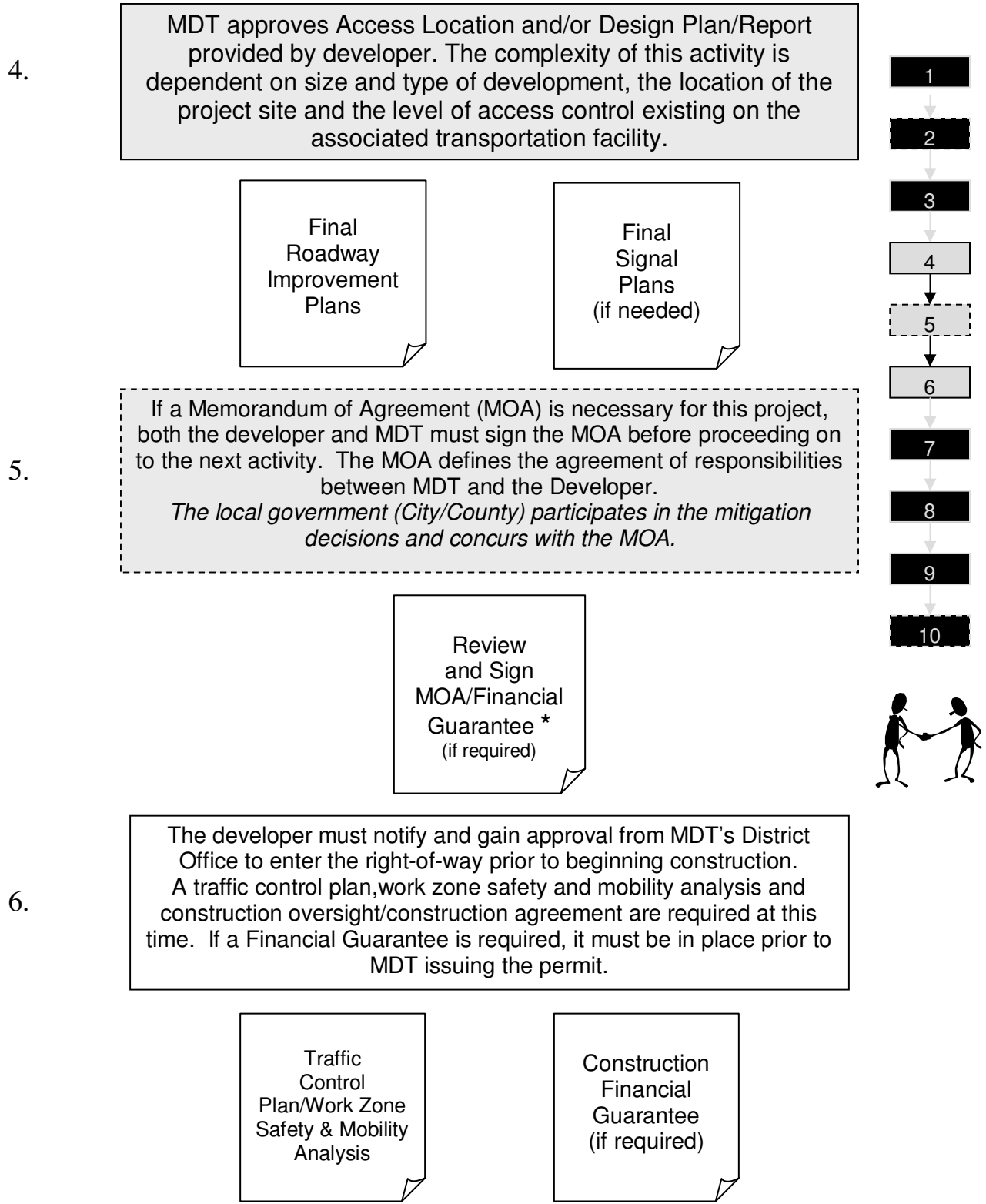
Utility Occupancy and Location Permit:

<https://www.mdt.mt.gov/upas/>

Environmental Checklist:

https://www.mdt.mt.gov/other/webdata/external/planning/forms/MDT-ENV-006-ENVIRONMENTAL_CHECKLIST.PDF

System Impact Action Process Steps

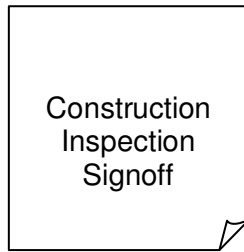


* The Financial Guarantee is based on an estimate submitted by the developer and approved by MDT. To create the estimate, please use the Cost Estimate Spreadsheet or the Preliminary Estimating Tool and the Average Prices Catalog.

System Impact Action Process Steps (continued)

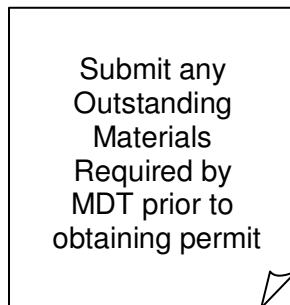
7.

Once construction is complete for all necessary roadway mitigations, the District must inspect the project to ensure the permit or MOA conditions have been met. The developer/consultant must forward the inspection sign-off sheet to MDT to be kept on file.



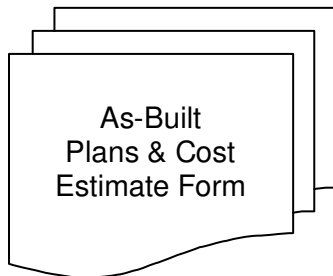
8.

Upon notification from the Systems Impact Section that all requirements have been met, the MDT District Office issues the permit per their internal process.



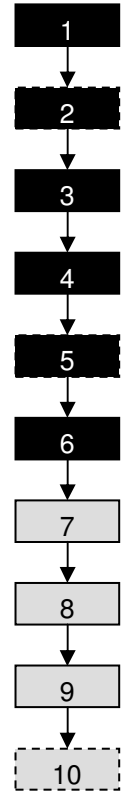
9.

As-built plans must be provided to the MDT District Office to be kept on file along with Improvement Cost Estimate Form that must be Submitted to MDT Planning Division.



10.

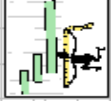
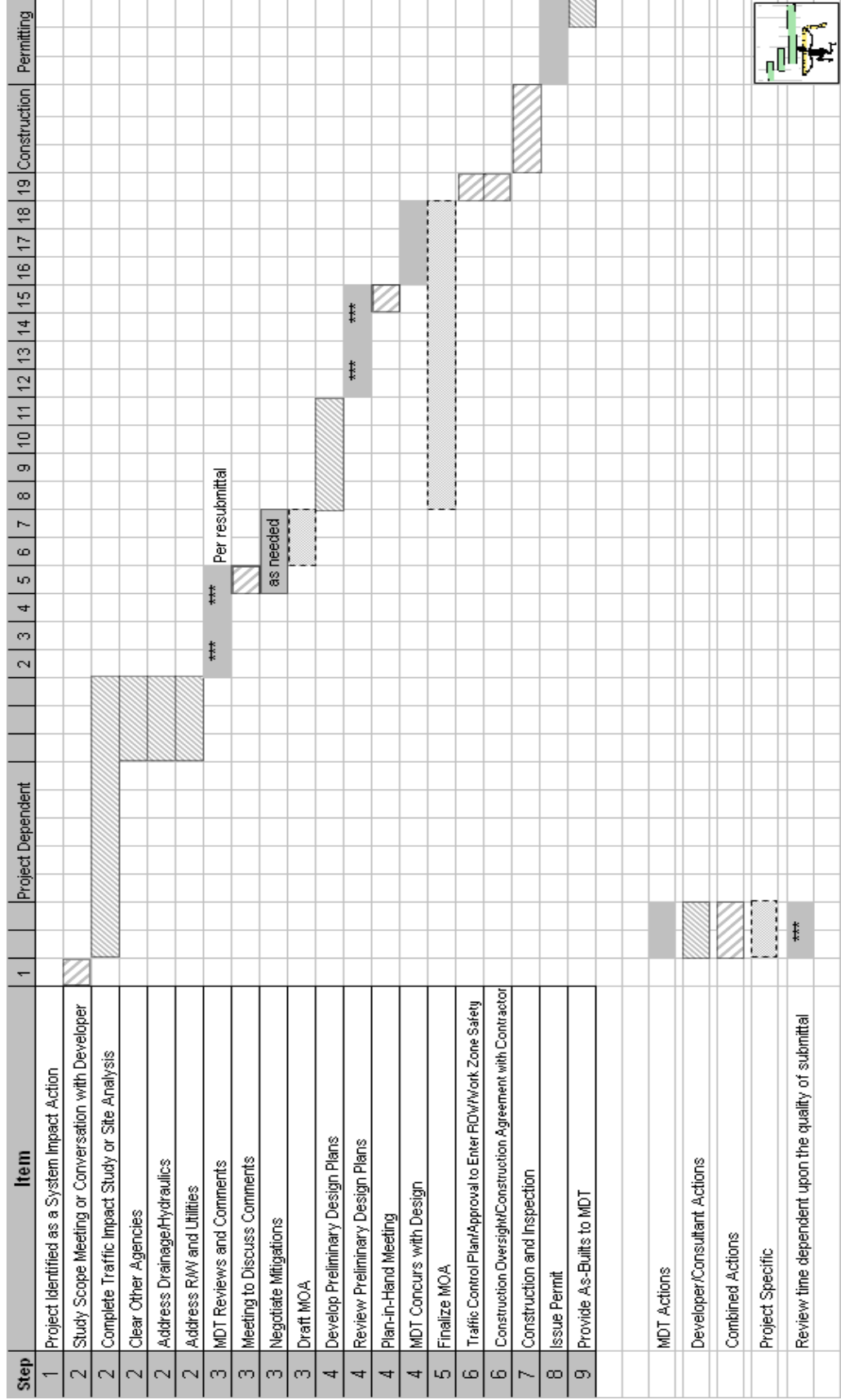
Consistent with the terms of the MOU and Financial Guarantee, MDT releases the Financial Guarantee.



Timeline for System Impact Action Process

(may be longer/shorter depending on the nature of the development)

Weeks



Appendix

System Impact Action Criteria

New developments requiring off site improvements will be considered a System Impact Action. The Transportation Planning Division coordinates the review process. The following is a guideline for developments, which may require off site improvements and generally follow the System Impact Action Process.

1. Developments generating 150 trips per hour * :

Type of Land-use Development	Example
Commercial	Single Outlet Retail Multi-Unit Retail Development Regional Shopping Center High turn over sit down restaurant Motel Convention Center or Arena
Residential	Single family, Multi Family, etc. (total dwellings may come in multiple phases)
Industrial	Heavy Industrial (generating C-70 or C-50 trucks)
Institutions	Schools adjacent to a State Highway
Offices	General Office Building
Multiple Developments	Commercial/Residential; Light Industrial/Commercial; etc.

* Trips per peak hour where the vehicular trip is defined as a one-way journey of a motorized vehicle

2. Developments accessing an Access Control Facility :

New Access	New Development
Existing Access	Change in property use: Change in zoning Construction of new buildings Increase in floor space of existing building Division or consolidation of property boundaries Change in the character of the traffic using the approach; or Change in internal circulation design Re-establishment of a property's use, that had been unused for two years

3. Other proposals/developments transmitted to Transportation Planning for initial evaluation:

- New access roadway request – has the potential to open up existing undeveloped land and would be dedicated public right of way.
- Operational/safety issues that may require engineering solutions such as turn lanes or signals. Includes at-grade or above grade railroad crossing.
- The access would serve a mine greater than 5 acres
- In cases not meeting the System Impact Criteria, the district must confirm that other state and/or federal permits and environmental analysis are completed. MDT will not issue permits in advance of other permitting.

If it is determined an engineering solution is not needed and environmental issues do not exist, the development will NOT continue through the Systems Impact Action Process. Review/coordination reverts to the appropriate District. At anytime the District has uncertainties regarding any project; they may contact the Transportation Planning Division to determine if the project should go through this coordinated review process.

Summary of Submittals Commonly Required for System Impact Action

Process Flow Step	Submittal	Point of Contact	Comments
1	Permit Application	MDT District Office	Forwards to Headquarters if a System Impact Action
	Physical Environment Checklist		Completes and forwards to Headquarters
3	Traffic Impact Study	MDT Headquarters - Transportation Planning	Determined in initial planning meeting or staff review
	Signal Warrant Analysis		as needed
	Preliminary Roadway Improvement Plans		Must depict location and design
	Preliminary Signal Plans		as needed
	Drainage Report		as needed
	Geologic Analysis		as needed
	Design Exception Request Other Agency Approvals		as needed - Confirmed prior to granting permit
4	Final Roadway Improvement Plans	MDT Headquarters - Transportation Planning	All MDT Pre. Plan Comments Addressed
	Final Signal Plans		as needed
5	Review Memorandum of Agreement & Respond	MDT Headquarters - Transportation Planning	as needed
	Construction Oversight/Construction Agreement		required
6	Financial Guarantee for Construction	MDT Headquarters - Transportation Planning	as needed
	Traffic Control Plan/Work Zone Safety & Mobility		project specific
8	Construction Inspection Sign-Off	MDT District Office	as needed
9	As-Built Plans	MDT District Office	MDT keeps these on file
	Other items may be required	MDT Headquarters - Transportation Planning	project specific



Addresses and telephone numbers may be found on the introduction and district pages

District Points of Contact

Billings District 424 Morey Street/PO Box 20437, Billings Mt, 59104-0437

Mike Taylor, District Administrator (406) 252-4138 Zach Kirkemo, Traffic Engineer (406) 657-0240

Walt Houghton, Maintenance Chief (406) 657-0217 Andrew Harmon, Utility Agent (406) 657-0239

Lewistown Area

Ken Hamblen, Maintenance Chief
(406) 538-1310

Butte District 3751 Wynne/PO Box 3068, Butte Mt, 59702-3068

Geno Liva, District Administrator (406) 494-9626 Kristina Kilts, Traffic Engineer (406) 556-4707

Jim Pesanti, Maintenance Chief (406) 494-9628 Mike Drew, Utility Agent (406) 494-9619

Bozeman Area

Ted Jones, Maintenance Chief
(406) 556-4704

Great Falls 200 Smelter Ave NE/PO Box 1359, Great Falls Mt, 59403-1359

Jim Wingerter, District Administrator (406) 454-5897 Dan Block, Traffic Engineer (406) 455-8327

Harry Barnett, Maintenance Chief (406) 454-5889 Brenden Scott, Utility Agent (406) 454-5902

Havre Area

Jody Bachini, Maintenance Chief
(406) 262-5504

Glendive District 503 North River Avenue/PO Box 890, Glendive Mt, 59330-0890

Shane Mintz, District Administrator
(406) 345-8212

Keith Bithell, Traffic Engineer
(406) 345-8215

Mike Skillestad, Maintenance Chief
(406) 345-8253

Zach Miles, Utility
Agent (406) 233-3626

Wolf Point Area

Mark Kurokawa, Maintenance Chief
(406) 653-6709

Missoula District 2100 West Broadway/PO Box 7039, Missoula Mt, 59807-7039

Bob Vosen, District Administrator
(406) 523-5802

Aldo Videa, Traffic Engineer
(406) 546-7734

Steve Felix, Maintenance Chief
(406) 523-5800

Gregg Wood, Utility Agent
(406) 523-5865

Kalispell Area

Justun Juelfs, Maintenance Chief
(406) 751-2010

Rebecca Anderson, Traffic Engineer
(406) 751-2066

Definition of Terms



The following definitions are for clarification of terminology used in this handout:

Access Control—(Control of Access) means “the condition in which the right of owners or occupants of abutting land or other persons to access, light, air, or view in connection with a highway is fully or partially controlled by public authority” [MCA 60-1-103 (6)].

As Built Drawings – The contract drawings which show the actual location, character and dimensions of the completed work, including layouts, profiles, cross sections and other details.

Capacity – The maximum hourly rate at which vehicles can reasonably be expected to traverse a point or uniform section of a lane or roadway during a given time period under prevailing roadway, traffic and control conditions.

Capture Traffic – Those trips which are internal to the site plan making multiple stops within the development.

Cultural Resource – properties that are protected as historic and/or archeological resources.

Department – The Montana Department of Transportation.

Developer - The landowner or otherwise bona-fide applicant of an approach permit or development proposal.

Hydraulics/Drainage Report— A document that defines what impact the project will have on the State's highway system with respect to drainage and demonstrates that the historical peak runoff flows will not be exceeded. See the attached list for specific report and calculation requirements.

Level of Service (LOS) – A set of criteria that describes the degree to which intersections, roadway, weaving section or ramp can effectively serve peak-hour and/or daily traffic. Levels of service definitions are provided in the [Highway Capacity Manual](#).

MDT – The Montana Department of Transportation.

MOA – Memorandum of Agreement.

MOU – Memorandum of Understanding.

On-Site Circulation – Vehicular network which primarily accommodates site-generated traffic within the site boundary and includes roadways, parking lots loading docks, parking garages and parking deck travel ways.



Pass-by Trips – Those trips that are diverted from traffic already on the roadway system.

Site Access Plan - A scaled drawing that explicitly illustrates the location, configuration and geometrics of all site approaches in relation to the local highway system and other approaches. The site access plan should also illustrate the supporting internal circulation to include truck access if necessary (identify design vehicle), parking and loading facilities of the development, the footprints of key building structures and any out-parcel locations, and the type and location of any required off-site improvements.

System Impact Action Process – An internal MDT process for the review and assessment of development projects that significantly and permanently impact the State transportation system.

Traffic Generation – The estimated number of origins from and destinations to a site resulting from the land-use activity on that site.

Traffic Impact – the effect of site traffic on highway operations and safety.

Traffic Impact Analysis – An engineering and traffic study that determines the potential traffic impacts of a proposed traffic generator. A complete analysis includes an estimation of future traffic with and without the proposed generator, analyses of the traffic impacts and recommended roadway improvements that are necessary to accommodate the additional site traffic.

Traffic Impact Mitigation – The reduction of traffic impacts on roadways and/or intersections to an acceptable level of service.

Trip Distribution – The ratio of geographical origin of vehicle trips on the surrounding roadway network intending to use the subject development.

Vehicular Trip – A single or one-way vehicular trip with its origin (i.e. out bound), destination (i.e. inbound) or both trip ends made inside the study area.

Work Zone – The area where the construction, repair, maintenance, or survey work is actually taking place. The boundaries of the work zone must be clearly identified by the posting of signs.

Work Zone Mobility – In general terms, work zone mobility is the ability to move the traveling public efficiently through and around a work zone area with minimum delay compared to a baseline travel when no work zone is present.

Work Zone Safety – Safety refers to minimizing hazards to the traveling public and highway workers in a work zone.



Montana Department of Transportation Environmental Checklist

2701 Prospect Avenue
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TTY: (406) 444-7696
www.mdt.mt.gov

MDT-ENV-006 04/17

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(↑ For MDT Use Only ↑)

Date	Choose type of Environmental Checklist:
<input type="text"/>	<input type="text"/>

Location

Highway or Route: **Milepost(s):**

Physical Address: **City:**

Legal Description: **County:**

Township: **Range:** **Section(s):**

Applicant Information:

Name: **Title:**

Company/Utility:

Mailing Address: **Phone:**

City: **State:** **Zip:** **Business Phone:**

Montana Environmental Checklist Help Guide (click button to view)

Impact Questions Actions that qualify for Categorical Exclusion under MEPA and/or NEPA (See ARM 18.2.261 and 23 CFR 771.117) (See ARM 18.2.261 and 23 CFR 771.117)	Comment, Expl, and/or Information Source (Attach supporting information, as necessary.)
1 Will the proposed action impact any known historical or archaeological site(s)? <input type="radio"/> Yes <input type="radio"/> No	
2 Will the proposed action impact any publicly owned parkland(s), recreation area(s), wildlife or waterfowl refuge(s)? <input type="radio"/> Yes <input type="radio"/> No	
3 Will the proposed action impact prime farmlands? (If yes, attach a completed Farmland Conversion Impact Rating Ad-1006.) <input type="radio"/> Yes <input type="radio"/> No	
4 a. Will the proposed action have an impact on the human environment that may result from relocations of persons or businesses, changes in traffic patterns, changes in grade, or other types of changes? <input type="radio"/> Yes <input type="radio"/> No	
b. Has the proposed action received any preliminary or final approval from the local land use authority? <input type="radio"/> Yes <input type="radio"/> No	
5 For the proposed action, is there documented controversy on environmental grounds? (For example, has the applicant received a letter of petition from an environmental organization?) <input type="radio"/> Yes <input type="radio"/> No	
6 Will the proposed action require work in, across or adjacent to a listed or proposed Wild or Scenic River? <input type="radio"/> Yes <input type="radio"/> No	
7 Will the proposed action require work in a Class I Air Shed or nonattainment area? <input type="radio"/> Yes <input type="radio"/> No	
8 Will the proposed action impact air quality or increase noise, even temporarily? <input type="radio"/> Yes <input type="radio"/> No	
9 a. Is the proposed action located within an MS4 Area? <input type="radio"/> Yes <input type="radio"/> No	
b. Will the proposed action have potential to affect water quality, wetlands, streams or other water bodies? If YES, an environment-related permit or authorization may be required. <input type="radio"/> Yes <input type="radio"/> No	
10 Are solid or hazardous wastes or petroleum products likely to be encountered? (For example, project occurs in or adjacent to Superfund sites, known spill areas, understorage tanks, or abandoned mines.) <input type="radio"/> Yes <input type="radio"/> No	
11 a. Are there any listed or candidate threatened or endangered species, or critical habitat in the vicinity of the proposed action? <input type="radio"/> Yes <input type="radio"/> No	
b. Will the proposed action adversely affect listed or candidate threatened or endangered species, or adversely modify critical habitat? <input type="radio"/> Yes <input type="radio"/> No	
12 Will the proposed action require an environmental-related permit or authorization? If the answer is "yes," please list the specific permits or authorizations. <input type="radio"/> Yes <input type="radio"/> No	
13 Is the proposed action within designated sage grouse habitat (https://sagegrouse.mt.gov/projects). (If yes, a consultation letter issued from the Montana Sage Grouse Habitat Conservation Program is required.) <input type="radio"/> Yes <input type="radio"/> No	
14 a. Is the proposed action on or within approximately 1 mile of an Indian Reservation? <input type="radio"/> Yes <input type="radio"/> No	
b. If "Yes", will a Tribal Water Permit be required? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
15 Will the proposed action result in increased traffic volumes, increased wait or delays on state highways, or have adverse impacts on other forms of transportation (rail, transit or air movements)? <input type="radio"/> Yes <input type="radio"/> No	



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Is the proposed action part of a project that may require other governmental permits, licenses or easements? If "Yes", describe the full extent of the project and any other permits, licenses or easements that may be necessary for the applicant to acquire. Yes No

17	Attach a brief description of the work to be performed, including any subsurface work.	<input type="checkbox"/>	Description Attached
18	Attach representative photos of the site(s) where the proposed action would be implemented. Photos are to include any structures, streams, irrigation canals, and/or potential wetlands in the project area.	<input type="checkbox"/>	Photos Attached
19	Attach map(s) showing the location(s) of the proposed action(s); Section, Township, Range; highway or route number and approximate route post(s).	<input type="checkbox"/>	Maps Attached

Checklist preparer:

Title:

Date

Signature

Reviewed for completeness by:

MDT District Representative

Title

Date

Checklist Approved by:

Environmental Services Bureau

(When any of the items 1 through 16 are checked "Yes")

Title

Date

Transportation Planning

(When any of the items 15 or 16 are checked "Yes")

Title

Date

Checklist Conditions and Required Approvals

- A. The applicant is not authorized to proceed with the proposed work until the checklist has been reviewed and approved, as necessary, and any requested conditions of approval have been incorporated.
- B. Complete the checklist items 1 through 16, indicating "Yes" or "No" for each item. Include comments, explanations, information sources, and a description of the magnitude/importance of potential impacts in the right hand column. Attach additional and supporting information as needed. Ensure that information required for items 17, 18, and 19, is attached. The checklist preparer, by signing, certifies the accuracy of the information provided.
- C. If "Yes" is indicated on any of the items, the Applicant must explain the impacts as applicable. Appropriate mitigation measures that will be taken to avoid, minimize, and/or mitigate adverse impacts must also be described. **Any proposed mitigation measures will become a condition of approval.** Use attachments if necessary. If the applicant checks "No" and the District concludes there may in fact be potential impacts, the Environmental Checklist must be forwarded to Transportation Planning for review and approval.
- D. If "Yes" is indicated in item 11 a. (threatened or endangered species), the Applicant should provide information naming the particular species and the expected location, distribution and habitat use in the proposed action area, i.e. within the immediate area of the proposed action; or, in the general area on occasion (seasonally passes through) but does not nest, den or occupy the area for more than a few days.
- E. If the applicant checks "Yes" for any item, the approach permit, occupancy agreement or permit, along with the checklist and supporting information, including the Applicant's mitigation proposal, documentation, evaluation and/or permits must be submitted to Transportation Planning. Electronic format is preferred.
- F. When the applicant checks "Yes" to any item, the Applicant cannot be authorized to proceed with the proposed work until the MDT Environmental Services Bureau and/or Transportation Planning, as appropriate, reviews the information and signs the checklist.
- G. Applicant must obtain all necessary permits or authorizations from other entities with jurisdiction prior to beginning the proposed action or activity. The Applicant is solely responsible for any environmental impacts incurred as a result of the project; obtaining any necessary environmental permits, notifications, and/or clearances; and ensuring compliance with environmental laws and regulations.

MDT Environmental Checklist Help Sheet

The following information is provided as a courtesy and is intended to be used for informational purposes only. The Applicant is expected to confirm that the information is accurate and up to date. **The Applicant is responsible for ensuring accurate, current information in the checklist responses and compliance with all environmental laws and regulations applicable to the proposed activity.**

Where Do I Start?

The following links are provided as a starting point for potential sources of information for completing the checklist. The Applicant is encouraged to consult other information sources and/or professionals.

National Register of Historic Places: <http://www.nationalregisterofhistoricplaces.com/mt/state.html>

Land Ownership: https://mslservices.mt.gov/geographic_information/maps/land_ownership

Farmland Classification: <http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx>

Wild and Scenic Rivers: <http://www.rivers.gov/montana.php>

Solid and Hazardous Waste: <http://svc.mt.gov/deq/wmadst/>

Wetlands: <http://www.fws.gov/wetlands/>

Threatened and Endangered Species: http://www.fws.gov/montanafieldoffice/Endangered_Species/Listed_Species.html

Montana Indian Nations: http://visitmt.com/places_to_go/indian_nations/

Blackfoot Tribal Environmental Permits: <http://www.blackfeetenvironmental.com>

CSKT Environmental Permits: <http://nrd.csktribes.org/ep>

Air Quality Nonattainment Areas: <http://deq.mt.gov/Air/Standards/airnonattainment>

Class I Airsheds: <http://deq.mt.gov/Air/Standards/montanaairshed>

Do I Need Other Permits?

Commonly required water quality related permits or authorizations are listed below. **Other permits or authorizations may be required and other laws may apply, depending on the type and the location of the proposed activity.** For more information, please refer to "A Guide to Stream Permitting in Montana" available on the Internet at <http://dnrc.mt.gov/licenses-and-permits/stream-permitting> or from your local conservation district office. (The information provided below was adapted from "A Guide to Stream Permitting in Montana")

Applicants are encouraged to plan ahead! Note that applicable permits must be secured before beginning work. Permitting application processing can take from 10 to 120 days from the time a complete application is submitted, depending upon the agency with authority and the proposed activity.

Montana Natural Streambed and Land Preservation Act (310 Permit)

Any private, nongovernmental individual or entity that proposes to work in or near a stream on public or private land must obtain a 310 permit for any activity that physically alters or modifies the bed or immediate banks of a perennially-flowing stream. For more information, contact the local conservation district, the Conservation Districts Bureau of the Department of Natural Resources and Conservation <http://dnrc.mt.gov/divisions/cadd/conservation-districts> ((406) 444-6667) or the Montana Association of Conservation Districts at (406) 443-5711.

Montana Stream Protection Act (SPA 124 Notification)

Any agency or subdivision of federal, state, county, or city government proposing a project that may affect the bed or banks of any stream in Montana must obtain an SPA 124 for any project including the construction of new facilities or the modification, operation, and maintenance of an existing facility that may affect the natural existing shape and form of any stream or its banks or tributaries. For more information, contact the Habitat Protection Bureau of the Department of Fish, Wildlife and Parks at (406) 444-2449.

Montana Floodplain and Floodway Management Act (Floodplain Development Permit)

Anyone planning new construction within a designated 100-year floodplain must obtain a floodplain development permit. New construction includes, but is not limited to, placement of fill, roads, bridges, culverts, transmission lines, irrigation facilities, storage of equipment or materials, and excavation; new construction, placement, or replacement of manufactured homes; and new construction, additions, or substantial improvements to residential and commercial buildings. Permit applications are available from the local floodplain administrator or from the Department of Natural Resources and Conservation. For more information contact the Floodplain Management Section of the Department of Natural Resources and Conservation at (406) 444-0860.

Federal Clean Water Act (404 Permit)

Anyone proposing a project that will result in the discharge or placement of dredged or fill material into waters of the U. S. must obtain a 404 permit. "Waters of the U.S." include lakes, rivers, streams (including perennial, intermittent, and ephemeral channels), some irrigation facilities, wetlands, and other aquatic sites. Submit an application to the U.S. Army Corps of Engineers. The U.S. Environmental Protection Agency (EPA) also has regulatory review and enforcement functions under the law. For more information, contact the Army Corps of Engineers at (406) 441-1375 or <http://www.nwo.usace.army.mil/Missions/RegulatoryProgram/Montana.aspx>. MDT has copies of the current Nationwide Permit Fact Sheets available at <http://www.mdt.mt.gov/business/contracting/environmental/cwa.shtml>.

Short-term Water Quality Standard for Turbidity (318 Authorization)

Anyone initiating construction activity that will cause short term or temporary violations of state surface water quality standards for turbidity in any "State water" must obtain a 318 Authorization before beginning work. "State water" includes any body of water, irrigation system, or drainage system, either surface or underground, including wetlands, except for irrigation water where the water is used up within the irrigation system and the water is not returned to other state water. The authorization may be obtained from the Department of Environmental Quality (DEQ), or may be waived by the Department of Fish, Wildlife and Parks during its review process under the Natural Streambed and Land Preservation Act (310 Permit) or the Stream Protection Act (SPA 124 Notification). For more information contact the DEQ Water Protection Bureau at (406) 444-3080 or <http://deq.mt.gov/Water/WQINFO/othercert/318authorization>

Storm Water Discharge General Permits

Anyone proposing construction activities (which include soil disturbing activities such as clearing, grading, excavating, stockpiling, etc.) that disturb one or more acres, or smaller sites that are part of a larger common plan of development or sale, are regulated under either EPA's NPDES stormwater program or DEQ's MPDES stormwater program. For more information contact EPA at <https://www.epa.gov/npdes/stormwater-discharges-construction-activities> or the DEQ Water Protection Bureau (406) 444-3080 or <http://deq.mt.gov/Water/WPB/mpdes/Stormwater>. MDT has additional stormwater information available at <http://www.mdt.mt.gov/pubinvolve/stormwater/>.



Montana Department of Transportation Environmental Checklist

2701 Prospect Avenue
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Helena, MT 59620-1001
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www.mdt.mt.gov

MDT-ENV-006 04/17

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(↑ For MDT Use Only ↑)

Date	Choose type of Environmental Checklist:
<input type="text"/>	<input type="text"/>

Location		
Highway or Route:	Milepost(s):	
<input type="text"/>	<input type="text"/>	
Physical Address:	City:	
<input type="text"/>	<input type="text"/>	
Legal Description:	County:	
<input type="text"/>	<input type="text"/>	
Township:	Range:	Section(s):
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Information:			
Name:		Title	
<input type="text"/>		<input type="text"/>	
Company/Utility:			
<input type="text"/>			
Mailing Address:			Phone:
<input type="text"/>			<input type="text"/>
City:	State:	Zip:	Business Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Montana Environmental Checklist Help Guide (click button to view) [Guide](#)

Impact Questions	Comment, Expl, and/or Information Source (Attach supporting information, as necessary.)
Actions that qualify for Categorical Exclusion under MEPA and/or NEPA (See ARM 18.2.261 and 23 CFR 771.117) (See ARM 18.2.261 and 23 CFR 771.117)	
1 Will the proposed action impact any known historical or archaeological site(s)? <input type="radio"/> Yes <input checked="" type="radio"/> No	Reviewed NRHP website on 1/23/18
2 Will the proposed action impact any publicly owned parkland(s), recreation area(s), wildlife or waterfowl refuge(s)? <input type="radio"/> Yes <input checked="" type="radio"/> No	No publicly owned parks adjacent, and no R/W necessary
3 Will the proposed action impact prime farmlands? (If yes, attach a completed Farmland Conversion Impact Rating Ad-1006.) <input type="radio"/> Yes <input checked="" type="radio"/> No	see attached map
4 a. Will the proposed action have an impact on the human environment that may result from relocations of persons or businesses, changes in traffic patterns, changes in grade, or other types of changes? <input type="radio"/> Yes <input checked="" type="radio"/> No	
b. Has the proposed action received any preliminary or final approval from the local land use authority? <input checked="" type="radio"/> Yes <input type="radio"/> No	Bedrock County has approved Site Plan
5 For the proposed action, is there documented controversy on environmental grounds? (For example, has the applicant received a letter of petition from an environmental organization?) <input type="radio"/> Yes <input checked="" type="radio"/> No	Issued news release on 1/11/18, received 3 comments in favor during 30 day comment period
6 Will the proposed action require work in, across or adjacent to a listed or proposed Wild or Scenic River? <input type="radio"/> Yes <input checked="" type="radio"/> No	Reviewed website, no wild or scenic rivers adjacent
7 Will the proposed action require work in a Class I Air Shed or nonattainment area? <input checked="" type="radio"/> Yes <input type="radio"/> No	located within the Flathead Indian Reservation
8 Will the proposed action impact air quality or increase noise, even temporarily? <input type="radio"/> Yes <input checked="" type="radio"/> No	
9 a. Is the proposed action located within an MS4 Area? <input type="radio"/> Yes <input checked="" type="radio"/> No	
b. Will the proposed action have potential to affect water quality, wetlands, streams or other water bodies? If YES, an environment-related permit or authorization may be required. <input checked="" type="radio"/> Yes <input type="radio"/> No	There are wetlands located within MDT R/W at STA 22+22 & 34+56
10 Are solid or hazardous wastes or petroleum products likely to be encountered? (For example, project occurs in or adjacent to Superfund sites, known spill areas, understorage tanks, or abandoned mines.) <input type="radio"/> Yes <input checked="" type="radio"/> No	Reviewed NRIS site and no contaminated sites were found within the project area
11 a. Are there any listed or candidate threatened or endangered species, or critical habitat in the vicinity of the proposed action? <input checked="" type="radio"/> Yes <input type="radio"/> No	Reviewed County list of T&E species. Bull Trout may be present
b. Will the proposed action adversely affect listed or candidate threatened or endangered species, or adversely modify critical habitat? <input type="radio"/> Yes <input checked="" type="radio"/> No	Impacts are anticipated to be minor. To avoid impacts, lines would be bored under streams
12 Will the proposed action require an environmental-related permit or authorization? If the answer is "yes," please list the specific permits or authorizations. <input checked="" type="radio"/> Yes <input type="radio"/> No	CWA 404 Nationwide permit 12 received from DEQ on XX/XX/XXX, Stormwater Construction Permit
13 Is the proposed action within designated sage grouse habitat (https://sagegrouse.mt.gov/projects). (If yes, a consultation letter issued from the Montana Sage Grouse Habitat Conservation Program is required.) <input type="radio"/> Yes <input checked="" type="radio"/> No	
14 a. Is the proposed action on or within approximately 1 mile of an Indian Reservation? <input checked="" type="radio"/> Yes <input type="radio"/> No	Flathead Indian Reservation
b. If "Yes", will a Tribal Water Permit be required? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
15 Will the proposed action result in increased traffic volumes, increased wait or delays on state highways, or have adverse impacts on other forms of transportation (rail, transit or air movements)? <input checked="" type="radio"/> Yes <input type="radio"/> No	All work taking place outside of the paved surface. MDT Traffic has reviewed the application



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Is the proposed action part of a project that may require other governmental permits, licenses or easements? If "Yes", describe the full extent of the project and any other permits, licenses or easements that may be necessary for the applicant to acquire.		<input checked="" type="radio"/> Yes <input type="radio"/> No	DEQ NOI/SWPPP
17	Attach a brief description of the work to be performed, including any subsurface work.	<input checked="" type="checkbox"/>	Description Attached
18	Attach representative photos of the site(s) where the proposed action would be implemented. Photos are to include any structures, streams, irrigation canals, and/or potential wetlands in the project area.	<input checked="" type="checkbox"/>	Photos Attached
19	Attach map(s) showing the location(s) of the proposed action(s); Section, Township, Range; highway or route number and approximate route post(s).	<input checked="" type="checkbox"/>	Maps Attached

Checklist preparer:

Title:

Date

Signature

Reviewed for completeness by:

MDT District Representative

Title

Date

Checklist Approved by:

Environmental Services Bureau

(When any of the items 1 through 16 are checked "Yes")

Title

Date

Transportation Planning

(When any of the items 15 or 16 are checked "Yes")

Title

Date

Checklist Conditions and Required Approvals

- A. The applicant is not authorized to proceed with the proposed work until the checklist has been reviewed and approved, as necessary, and any requested conditions of approval have been incorporated.
- B. Complete the checklist items 1 through 16, indicating "Yes" or "No" for each item. Include comments, explanations, information sources, and a description of the magnitude/importance of potential impacts in the right hand column. Attach additional and supporting information as needed. Ensure that information required for items 17, 18, and 19, is attached. The checklist preparer, by signing, certifies the accuracy of the information provided.
- C. If "Yes" is indicated on any of the items, the Applicant must explain the impacts as applicable. Appropriate mitigation measures that will be taken to avoid, minimize, and/or mitigate adverse impacts must also be described. **Any proposed mitigation measures will become a condition of approval.** Use attachments if necessary. If the applicant checks "No" and the District concludes there may in fact be potential impacts, the Environmental Checklist must be forwarded to Transportation Planning for review and approval.
- D. If "Yes" is indicated in item 11 a. (threatened or endangered species), the Applicant should provide information naming the particular species and the expected location, distribution and habitat use in the proposed action area, i.e. within the immediate area of the proposed action; or, in the general area on occasion (seasonally passes through) but does not nest, den or occupy the area for more than a few days.
- E. If the applicant checks "Yes" for any item, the approach permit, occupancy agreement or permit, along with the checklist and supporting information, including the Applicant's mitigation proposal, documentation, evaluation and/or permits must be submitted to Transportation Planning. Electronic format is preferred.
- F. When the applicant checks "Yes" to any item, the Applicant cannot be authorized to proceed with the proposed work until the MDT Environmental Services Bureau and/or Transportation Planning, as appropriate, reviews the information and signs the checklist.
- G. Applicant must obtain all necessary permits or authorizations from other entities with jurisdiction prior to beginning the proposed action or activity. The Applicant is solely responsible for any environmental impacts incurred as a result of the project; obtaining any necessary environmental permits, notifications, and/or clearances; and ensuring compliance with environmental laws and regulations.

Montana Department of Transportation Drainage / Hydraulic Report Checklist

For MDT to properly evaluate this proposal, a hydraulic report will need to be submitted to document the proposed design and residual effects the project will have on the highway system with respect to drainage. The hydraulic report will need to be stamped by a professional engineer and include the following items:

Report Item	Details	✓
Project Description (Location)	City / County, State highway route, mile marker / local streets	
Property Description	Area	
	Ground cover	
	Historic drainage patterns	
	Streams	
	Drainage-ways	
	Ditches	
	Irrigation facilities	
	Culverts	
Project Description and the Proposed Drainage Concept including the following:	Land use	
	Ground cover	
	Drainage patterns	
	Compliance with historical offsite runoff restrictions	
	Detention storage	
	Outlet design	
	Maintenance	
Drainage Map including:	Topography	
	Existing and proposed drainage facilities	
	Delineated drainage basins	
	Flow patterns	
	Highway right of way	
	Facilities	
Runoff Calculations	For historical and proposed peak flow rates for the 2-year event using the time of concentration to determine the intensity	
	For historical and proposed peak flow rates for the 100-year event using the time of concentration to determine the intensity	
Detention Storage	Volume calculations required to limit the develop peak flows to the historic peak flow for the 2-year event. Or retention storage volume calculations required to contain the 2 year 24 hour event.	
Outlet Structure Design	Including orifice calculations to control the 2-year event	
Emergency Overflow	Design to pass the 100-year event	
Calculations	Demonstrate that the developed peak flows do not exceed the historical peak flows during the 2-year event. Additionally, the 100-year event should be analyzed to determine how the water will pass through the system and what impact it will have on roadway overtopping, flooding structures, etc.	

Available on request from MDT: A spreadsheet has been prepared to facilitate runoff calculations. The MDT-Rational Spreadsheet may be used to perform runoff calculations using the Rational Method.

Montana Department of Transportation Traffic Impact Study Checklist

Report Item	Details	√
Project Description		
Site Plan (Must include MDT project stationing)	Development (scaled)	
	w/ Neighboring area (scaled)	
	Plans should include a "best estimate" of future development	
Development Phasing and Timing	Multiple Stages (?)	
Existing Traffic Volumes (Base)	Current Daily and Hourly Volumes	
	Recent Intersection Turning Movements	
Existing Traffic Conditions	Lane Configuration (Adjacent Roadways & Intersections)	
	Traffic Control devices	
	Transit Service	
	Level of Access Control	
Projected Traffic	Trip Generation per ITE	
	AM / PM peaks ADT (others as needed)	
	Pass-By and Capture Traffic	
	Trip Distribution	
	Approach and Roadway Assignment	
	Full development (Projected base + site traffic)	
Traffic Analysis	Capacity Analysis and LOS	
	Existing (base non-site traffic)	
	Full development (Existing + site traffic)	
	Traffic Operation - Access Design	
	Traffic Operation - Lane Assignment	
	Site Circulation and Parking (Impact on accessibility)	
	Pedestrian Access Considerations	
Truck Access	Approach - delivery vehicles use (Identify)	
	Turning Movements - sufficient radius of turn	
Other Transit Considerations	Rail, Bus and Bicycle (Site Dependent)	
Improvement Analysis	Accommodate Site Access	
	Accommodate Adjacent Roadway and Intersection Function	
	Alternatives	
Conclusions and Recommendations	Including Mitigations Developer Commits to	
Appendices	Traffic Counts	
	Capacity Analyses Worksheets	
	Traffic Control Needs Studies	
	Traffic Signal Needs Studies	

**Montana Department of Transportation
Additional Systems Impact Information Checklist**

Report Item	Details	√
Right of Way (upon MDT request)	Chain of title with copies of Bargain and Sale deeds and corresponding full sized Certificate of Survey's (C.O.S.) for all owners beginning with the owner at the time of the last MDT project	
	Adjacent property approach location information (inventory of approaches in the impacted area)	
Hydraulic Analysis	See Checklist on Page 18	
Environmental Analysis	See Checklist on Page 14	
	Cultural Resources (Identify when requested)	
	Local Land use Plan (When Requested)	
	MTDEQ Storm water Discharge NOI Verification Letter - (Required if more than 1 acre disturbed)	
	Other Fed or State Agency Permits (DEQ, COE, FWP,)	
Construction Analysis	Construction site Details for development (When Requested)	
	Construction Details of Mitigation Facilities (When Requested)	
Work Zone Safety and Mobility Analysis	See Appendix A (Criteria for Defining Significant Projects) on pages 21-26	
	Applies to all agencies that receive Federal-aid Highway Funding	

GUIDELINES

As noted in the Introduction, the MDT Work Zone Safety and Mobility Policy, as written in Management Memo dated February 12, 2015, provides an opportunity to increase safety for MDT employees, construction workers, and the public while improving the mobility of the traveling public and our goods and services.

All construction, maintenance, and utility work on Montana highways require a Transportation Management Plan (TMP). The amount of detail that is included in the TMP varies depending on the anticipated level of impact of the construction zone on the highway users and others who depend on the highway corridor. These considerations are further explained in the guidance that follows.

Significant Projects

A significant project is one that alone or in combination with other concurrent projects nearby is anticipated to cause sustained construction zone impacts greater than what is considered acceptable based on MDT guidelines and engineering judgment. Significant projects require the highest level of planning and design considerations, and are those that fall into the Level 1 category as defined below:

- Level 1: Significant regional impact for highway users and businesses
- Level 2: Moderate, localized impact to highway users, businesses, and adjacent properties
- Level 3: Little to no impact

The selection of an impact level is flexible, with the recognition that every project is unique. Many factors contribute to the level of impact resulting from construction zones. These include:

- Timing
- Location
- Potential impacts to highway users
- Exposure of workers

Level 1 (Significant Projects)

In general, a significant project is one for which

- Work impacts the traveling public at the regional level
- There are high user costs
- The construction project has a high level of public interest
- Construction work will directly impact a large number of travelers
- Construction will have high user cost impacts and the duration is usually very long
- Significant construction impacts occur, either alone or in combination with other projects

More specifically, construction work takes place on a Level 1 highway corridor, such as:

- Interstate routes through urban areas
- Non-interstate principal arterials within the federally designated urban areas
- AADT greater than 10,000 vehicles per day
- Corridors with high volumes of tourist and freight traffic

And includes:

- Through-lane closures for more than 3 continuous days
- Through-lane closures during morning, lunch time or evening peak directional traffic flow periods for more than 3 continuous days
- Impairment to critical movements at a major intersection for more than a 3-consecutive day period

Other factors that will indicate Level 1 significance:

- Concurrent timing with other projects in the same corridor resulting in compounded impacts
- High level of public interest, political influences, or tribal involvement
- Critical movements at major intersections impaired for more than 3 continuous days (not necessarily within the construction zone).
- Impacts to adjacent roadways, intersections, or interchanges (outside the project limits) that increase delay by 15 or more minutes or will cause noticeable queues to form in new locations.
- In a confined setting with no room for detours (for example, a road corridor confined by a steep cut on one side and a river on the other)
- Major highway through an urban area with no alternate accesses for businesses
- Construction impacts are anticipated to be significant
- In an area with safety concerns

Examples of Level 1, or Significant, work can include: major corridor reconstruction, full or partial roadway closures on high volume facilities, major bridge repair, reconstruction or mill/fill operations on urban arterials, intersection or interchange work causing impact to other intersections, repaving projects that require lane closures for more than three days and result in significant increases in congestion, and other high impact road work.

Level 2

Level 2, or moderate, impacts occur when:

- Work impacts the traveling public at the local level
- There are low to moderate user costs
- It has a moderate level of public interest

- It will directly impact a moderate level of travelers

More specifically, construction work takes place on a Level 2 highway corridor, such as:

- Rural interstate routes
- Non-interstate National Highway (NH) routes
- Projects on through roadways in any incorporated city/town
- Corridors with a mix of tourist and freight traffic
- Routes with an Annual Average Daily Traffic (AADT) greater than 3,000 and less than 10,000 vehicles per day

And will have:

- Moderate to long durations
- Lane closures or detours with the potential for delay
- Moderate level of worker exposure

Examples of Level 2 work can include: Repaving work on roadways on the National Highway System (NHS) with moderate AADT, mill/fill operations that require lane closures for several days, minor bridge repair, shoulder repair or spot reconstruction on roadways with moderate to high AADT and in areas with safety concerns, minor interchange or intersection work, etc.

Level 3

Level 3 or minor impacts occur when:

- Work impacts the traveling public to a small degree
- There are low user costs
- Public interest is low and AADT is low
- Duration of work is short to moderate
- Construction zones can be mobile, and typically this work is recurring

Examples of Level 3 work can include: Low impact striping work, guardrail repair, minor shoulder repair, pothole patching, very minor joint sealing, minor bridge painting, sign repair, mowing, off-system bridge replacement, traffic signal work, reconstruction work on low volume roadways, and other short duration or low impact work.

WZSM IMPACT LEVELS

LEVEL 1 (SIGNIFICANT PROJECT)	
High user costs	TMP Components <ul style="list-style-type: none"> • Traffic Control Plan (TCP) • Transportation Operations (TO) • Public Information (PI)
High interest level – statewide/interstate implications	
Political	
Long duration and closures	
Level 1 corridor (see Corridor Levels tables below)	
Significant construction impacts, either alone or in combination with other projects	

LEVEL 2 (MODERATE IMPACTS)	
Low to moderate user costs	TMP Components <ul style="list-style-type: none"> • TCP • TO (include in TCP) • PI
Moderate interest level – mainly at the local level	
Moderate to long duration and lane closures	
Level 2 corridor (see Corridor Levels tables below)	
LEVEL 3 (MINOR IMPACTS)	
Low user costs	TMP Components <ul style="list-style-type: none"> • TCP • PI optional
Low interest level – only local involvement	
Short to moderate duration with minor lane closures	
Minimal disruptions	

CORRIDOR LEVELS

	Route/Functional Classification	Location	Traffic Volumes	Other Considerations
Level 1	NHS Interstate/Interstate NHS Non-interstate/Principal Arterial	Urban setting or Confined setting	AADT >10,000 Local+Freight+Tourist	Politically important Safety concerns
Level 2	NHS Interstate/Rural NHS Non-interstate/Rural Primary/Minor Arterial	Through incorporated city or town	3,000 < AADT < 10,000 Local+Freight or Local+Tourist	Safety concerns
Level 3	All other roadways			

Work Zone Safety and Mobility Requirements

A TMP is required for every construction and maintenance project. Each TMP will include up to three components, depending on the level of impact as described above. These components are:

- Traffic Control Plan (TCP)
- Transportation Operations (TO)
- Public Information (PI)

TMP COMPONENTS	Traffic Control Plan (TCP)	Transportation Operations (TO)	Public Information (PI)
LEVEL 1 Significant Projects	Required	Required	Required
LEVEL 2	Required	Include brief description in TCP	Encouraged
LEVEL 3	Required	Not necessary	Consider minor strategies

Transportation Management Plan

A TMP lays out a set of coordinated transportation management strategies and describes how they will be used to manage the construction zone impacts of a

road project. The scope, content, and level of detail of a TMP may vary based on project impact level and the anticipated construction zone impacts of the project.

For **significant projects (Level 1)**, the TMP will consist of a Temporary Traffic Control plan (TCP) as well as Transportation Operations (TO) and Public Information (PI) components. A TCP addresses traffic safety and control through the construction zone. The TO component addresses sustained operations and management of the construction zone impact area, and the PI component addresses communication with the public and concerned stakeholders.

For projects that are **not classified as significant projects (Level 2 or 3)**, the TMP may consist only of a TCP. However, consider TO and PI strategies for these projects as well. Keys to a successful TMP are:

- Developing it as early as possible
- Using a multidisciplinary approach
- Ensuring communication and understanding between all entities affected
- Implementing, monitoring, and revising the TMP throughout the life of project
- Assessing the performance of the TMP strategies and execution

Developing the TMP will involve identifying applicable strategies to manage the impacts of the construction zone. The costs for the management strategies need to be incorporated in early project estimates and the budgeting process to ensure that funding is available for the TMP implementation. Steps for developing the TMP are outlined in the TMP Development Process, TMP Worksheet, and TMP Help Guide tools, located on the MDT Work Zone webpage (See Toolbox).

Traffic Control Plan

A TCP is required for every Project. The level of detail will vary dependent on the complexity of the Project. Standard specifications and detailed drawings along with site-specific considerations provide adequate guidance for most projects. Attention should be placed on producing special provisions that manage the critical aspects of operations.

Transportation Operations Component

The TMP team will review and consider the following Transportation Operations strategy areas to mitigate construction zone impacts.

- Demand Management
- Corridor/Network Management
- Construction Zone Safety Management
- Traffic/Incident Management and Enforcement

Public Information Component

The size and nature of the PI Component will be determined by the characteristics of a project, its location, and the anticipated construction impacts. Aspects to consider include size and duration of construction, the amount of

delay anticipated, special traffic and safety conditions such as heavy truck traffic, agricultural use, wide and oversized loads, and disruptions to other modes and key facilities such as airports, stadiums, hospitals, and business accesses. The level of public involvement will depend on the nature of the project. Informing the public can begin in planning and continue through design. Public information and outreach effort during construction involve communicating with road users, the general public, area residents and businesses, and appropriate public entities to explain the road construction project and its implications for safety and mobility.

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call (406) 444-6331 or TDD (800) 335-7592.