




Interoffice Memo

DATE: October 4, 2024
FROM:  Meg Pirkle P.E., Chief Engineer
TO: Divisions of Engineering, Program Delivery; Office of Engineering Services; Field Districts
SUBJECT: Changes to Lockdown Plans

Since October 2013, the Department has required Lockdown Plans be submitted to the Office of Environmental Services (OES) to ensure adequate time to secure Stream Buffer Variances, Mitigation Credits, and/or a 404 Permit. OES has published a yearly lockdown calendar so project teams can plan for this submission. In addition, project schedules have been modified to include activity 81397 - "Submit Lockdown Plans to Environmental for Permit Applications."

This activity deadline varies based on permit type as indicated below:

- 404 Individual Permit or RP 35 with or without a SBV 38 weeks before Let Date
- 404 Nationwide or Regional Permit with or w/o SBV 31 weeks before Let Date
- Stream Buffer Variance only 31 weeks before Let Date

The submission of Lockdown Plans according to this schedule is critical to ensuring on-time environmental certification of projects. Therefore, late submissions of Lockdown Plans will require notification to the Director of Engineering.

In addition, in accordance with the Lockdown Plan calendar, any project plans that include additional changes not previously evaluated by OES shall be submitted an additional 4 weeks prior to the standard Lockdown Plan submittal date to prevent late or conditional environmental certifications.

Occasionally, plan changes in areas of Environmentally Sensitive Areas (ESAs) may be required after Lockdown Plans have been submitted. Because changes to ESAs after Lockdown Plan submittal are likely to affect the environmental certification for Letting, it is necessary for coordination with OES to have been conducted and design alternatives to have been evaluated. Before changes to Lockdown Plans are implemented within the project and accepted by OES for re-evaluation, a Request for Lockdown Plan Change Form will be required to be submitted to and approved by the Director of Engineering.

If there are any questions, please contact Eric Duff at eduff@dot.ga.gov.