

2024 ENVIRONMENTAL PLAN LOCKDOWN SCHEDULE FOR PROJECTS WITH PERMITS AND/OR BUFFER VARIANCES

Event	January	February	March	April	May	June	July	August	September	October	November	December
38-Week Lockdown for Plan Submittals Projects requiring an Individual Permit (<i>Uncommon--OES applies for approximately 5 IPs per year.</i>)	4/28/2023	5/26/2023	6/30/2023	7/28/2023	8/25/2023	9/29/2023	10/27/2023	11/24/2023	12/29/2023	1/26/2024	3/1/2024	3/29/2024
<i>*Lockdown plans with "hot button" changes included should be submitted at least 4 weeks prior to the scheduled lockdown date.</i>	3/31/2023	4/28/2023	6/2/2023	6/30/2023	7/28/2023	9/1/2023	9/29/2023	10/27/2023	12/1/2023	12/29/2023	2/2/2024	3/1/2024
31-Week Lockdown for Plan Submittals Projects requiring a General (i.e., Nationwide or Regional) 404 Permit and/or a Stream Buffer Variance.	6/16/2023	7/14/2023	8/18/2023	9/15/2023	10/13/2023	11/17/2023	12/15/2023	1/12/2024	2/16/2024	3/15/2024	4/19/2024	5/17/2024
<i>*Lockdown plans with "hot button" changes included should be submitted at least 4 weeks prior to the scheduled lockdown date.</i>	5/19/2023	6/16/2023	7/21/2023	8/18/2023	9/15/2023	10/20/2023	11/17/2023	12/15/2023	1/19/2024	2/16/2024	3/22/2024	4/19/2024
Environmental Certification (11 Weeks Prior to Letting Date)	11/3/2023	12/1/2023	1/5/2024	2/2/2024	3/1/2024	4/5/2024	5/3/2024	5/31/2024	7/5/2024	8/2/2024	9/6/2024	10/4/2024
Late Environmental Certification (7 Weeks Prior to Letting Date)	12/1/2023	12/29/2023	2/2/2024	3/1/2024	3/29/2024	5/3/2024	5/31/2024	6/28/2024	8/2/2024	8/30/2024	10/4/2024	11/1/2024
Letting Date	1/19/2024	2/16/2024	3/22/2024	4/19/2024	5/17/2024	6/21/2024	7/19/2024	8/16/2024	9/20/2024	10/18/2024	11/22/2024	12/20/2024

THE ABOVE DATES ARE DEADLINES FOR COMPLETING THE LOCKDOWN OF PLANS REQUIRED FOR PERMITTING AND ENVIRONMENTAL CERTIFICATION FOR LETTING. FAILURE TO LOCKDOWN PLANS FOR ANY GIVEN PROJECT BY THE ESTABLISHED DEADLINES WILL RESULT IN DELAYS IN OBTAINING PERMITS AND BUFFER VARIANCES, AS WELL AS DELAYS IN COMPLETING ON-TIME ENVIRONMENTAL CERTIFICATION.

What is the Environmental Lockdown of plans? The above Environmental Lockdown dates are in accordance with the Chief Engineer's directives described in an October 2013 Memo which stated that design changes that would alter impacts to Waters of the U.S. or state-mandated buffers cannot be made within 31 weeks of Management Let (38 weeks for projects requiring Individual Permits). Plan lockdown is needed so that 404 permits and buffer variance applications can be submitted on time and once submitted do not need to be modified, thus minimizing the risk to the Scheduled Let.

What plan submittals are required by the Lockdown? The following complete plan sheets, where applicable to the project, must be submitted to the Office of Environmental Services by the prescribed Lockdown date: Cover Sheet, Mainline Roadway Plan Sheets, Crossroad Sheets, Profile Sheets, Construction Staging Sheets, Cross-Sections, Utility Plans, Bridge Plans, Section 20 Plans, and Erosion Control Plans.

For projects proposing new culverts on perennial streams, stream cross-sections and longitudinal profiles, as required by the US Army Corps of Engineers for 404 Permits, are required by the prescribed Lockdown date.

***What are the Environmental "hot button" changes?** After the Environmental Lockdown date, a careful decision should be made regarding changes that do not directly affect protected waters and buffers but are identified as "hot button" changes. These changes can trigger Revised Environmental Studies (as opposed to requiring Memos to File) which has the potential to jeopardize the project's Let Date. **As referenced in an October 2016 Memo by the State Environmental Administrator, all "hot button" changes should be submitted to the Office of Environmental Services at least 4 weeks prior to Lockdown.** The following "hot button" changes should be avoided after lockdown because they almost always necessitate revised studies:

- (1) a change in ROW, easement, or construction limits within an Environmentally Sensitive Area (ESA, e.g., historic resource boundary);
- (2) an increase in ROW or easement that extends beyond the original Environmental Survey Boundary;
- (3) an extension of Project Termini;
- (4) a change to a drainage structure within an ESA;
- (5) a shift in the vertical or horizontal alignment or edge of pavement along the mainline or a side road, even if the shift occurs inside existing ROW would require a noise study revision;
- (6) an update to traffic volumes;
- (7) the addition or removal of thru, auxiliary, or passing lane(s);
- (8) the addition of a signal; or
- (9) any other changes that would alter the Project Description.

As a general rule, additions of ROW or easement that do not extend beyond the Environmental Survey Boundary and do not affect ESAs will only require Memos to File, and hence, do not pose a major risk to the Scheduled Let--so long as they are not associated with any of the other changes listed above.

RECOMMENDED:



Eric Duff, State Environmental Administrator

APPROVED:



Hiral Patel, P.E., Director of Engineering

REVISED ON: 7/28/2023