



To: Holders of the Project Development Information Packet

Date: 09-06-05

From: Office of Local Systems

Revision No.: 04-2005

Subject: Project Development Information Packet Revision

The Project Development Information Packet (Packet) has been revised. If you are maintaining a hardcopy of the Packet, please update your Packet by removing the old documents and replacing them with the revised documents noted below. To view, print, or download the revised documents noted below, click on the document title.

You may wish to keep this revision notice in the "Revision Notices" section of your Packet for future reference. The current versions of all Packet documents are available on the internet at:

http://www.dot.state.ia.us/local_systems/publications/2001_packet/packet_toc.pdf

*** PLEASE NOTIFY ALL AFFECTED PERSONNEL OF THIS CHANGE ***

Document Title Revision Date (Section / Index No.)	Summary of Significant Revision(s)
Table of Contents 09-06-05 (Table of Contents)	The table of contents has been modified to show the latest revision dates for the documents listed below.
Critical Path Memorandum for Project Development 09-06-05 (General Information Section)	<p>The submittal dates have not changed. However, the submittal information contained on pages 2-3 of the form have been modified as summarized below:</p> <ul style="list-style-type: none"> • Additional information has been added related to transmittal letters for the Concept Statement, Preliminary Plans, Check Plans, and Final Plans submittals. In each case, a complete list of items that may need to be addressed in the transmittal letter has been included. • The new Environmental Data Sheet form (see below) has been included as one of the items that may be required as part of the Concept Statement or Preliminary Plan submittals. • The Concept Statement submittal may now be made electronically, provided that all of the required attachments can also be submitted electronically. • Public Interest Finding requests, if applicable, were added to the list for Check and Final Plan submittals.
Chart 1 – Project Development Process Overview 09-06-05 (Flow Charts Section)	Submittal of the Concept Statement form has been moved up in the flow chart to emphasize the importance of early submittal.
Chart 3 – Concept Statement Process 09-06-05 (Flow Charts Section)	A step was added to clarify that the administering office submits 1 copy of the Concept Statement and related attachments to the Office of Location and Environment as part of this process.
Chart 6D – Section 4(f) Process 09-06-05 (Flow Charts Section)	The first two steps have been revised to incorporate submittal of the new Environmental Data Sheet form.

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Concept Statement (Form 517001) 08-05 (Index No. 6)	<p>In addition to Microsoft Word, this form is now also available on-line in the Iowa DOT's eForm XML format. Using the eForm XML format, the form can be completed using any web browser and saved in Adobe Acrobat (PDF) format. See the Iowa DOT Forms web page for more information about the eForm format.</p> <p>Several parts of this form have been significantly revised, including the following:</p> <ul style="list-style-type: none"> • Several of the questions under item 7 (Estimate of Land or Property Acquisition Impacts) have been revised to request additional information if answered yes. • The first 4 questions under Item 9 (Environmental Impacts) have been reorganized and expanded into 6 questions. The questions related to potential impacts to archeological vs. historical resources have been separated. Also, the status of both archeological and historical investigations are summarized under one question (9.e) to avoid repetition. • Question 9.f (formerly 9.d) has been re-written to direct the LPA to complete the new Environmental Data Sheet form if certain questions are answered yes. • If answered yes, question 9.k (formerly 9.i) directs the LPA to complete the new Environmental Data Sheet form. • Question 11 (Project Design Elements) formerly had separate pages for rural and urban projects. These pages have been combined into one page that addresses both rural and urban sections, plus bicycle and trail facilities. However, multiple copies of the new combined design elements page have been included in the form for those projects that involve both rural and urban sections and / or bicycle facilities. If the extra pages are not needed, they may be left blank.
Concept Statement Instructions 09-06-05 (Index No. 6)	<p>These instructions have been revised and in many cases significantly expanded in accordance with the changes to the Concept Statement noted above.</p>
Concept Statement Checklist 11-01-01 (Index No. 6)	<p>This document has been deleted. If you maintain a hard copy of the Packet, please remove this document.</p>
Environmental Data Sheet (Form 517006) 08-05 (Index No. 6)	<p>This is a new form and is available on-line in Microsoft Word and the Iowa DOT's eForm XML formats. Using the eForm XML format, the form can be completed using any web browser and saved in Adobe Acrobat (PDF) format. See the Iowa DOT Forms web page for more information about the eForm format.</p> <p>If the information requested on this form can be provided at the time of the Concept Statement submittal, it should be submitted with the Concept Statement. Otherwise, this form should be submitted as soon as possible, but no later than the Preliminary Plan submittal.</p> <p>The purpose of this new form is to gather information about possible impacts to parks or recreational areas, or possible impacts to threatened or endangered species. When required, this form is a necessary part of the Iowa DOT's environmental review process, and without the information supplied by this form, FHWA Environmental Concurrence will be delayed.</p>
Environmental Data Sheet Instructions 09-06-05 (Index No. 6)	<p>This new document provides instructions for completing and submitting the Environmental Data Sheet form, if required.</p>