

Categorical Exclusion (CE) Candidate Project Packet

The purpose of this CE Candidate Project Packet is to provide tools to help the applicant obtain a CE determination from DEQ. This packet has three documents. Together they can assist you with completing informal consultation on possible natural resource impacts with the cross cutting authorities, also known as cross cutters. The “Applicant Guide to the State Environmental Review Process (SERP)” describes cross cutters. The guide can be found at: [website](#).

Some cross cutting agencies have their own specific forms they prefer you to use. This packet will be most helpful with those that don’t have their own forms.

The documents in this packet are:

- **Transmittal Memo** - This document is an example of what you might use as a cover letter to the specific agency from whom you are requesting informal consultation. The contact refers to the applicant (i.e., city, sanitary district, irrigation district) or their consultant.
- **Project Description for Categorical Exclusion (CE) Candidate Form** - This document steps you through the information needed to adequately describe your project, environmental setting, and any known environmental project impacts. This project description document, or something with similar information, will be needed by DEQ as they consider whether your project should follow the CE track. It is also be needed by cross cutter agencies as they consider whether your project as no significant effect, or what mitigation measures might be necessary for the project to proceed.
- **State/Federal Agency Review Form** - This document is an insert in the transmittal packet to cross cutter agencies. It is meant to be an easy way for them to check a box, add a note, sign it, and return it to the applicant. Return to the applicant or their consultant. The returned form should be included in the CE project packet submitted to DEQ.

Assemble all of the completed CE candidate project packets including consultation review forms with cross cutting agencies and the mitigation measures they require into an environmental report. Send the information to DEQ for our evaluation and public notice.

If you have any questions regarding this CE Candidate Project Packet please call your CWSRF DEQ Project Officer.

TRANSMITTAL MEMO

DATE:

TO:

FROM:

SUBJECT: **Request for Comments on Proposed Project**

The proposed project has been submitted to the Oregon Department of Environmental Quality (DEQ) for funding through the Clean Water State Revolving Fund (CWSRF). It is a candidate for Categorical Exclusion (CE) from further environmental review. DEQ requires your review and reply.

Attached are two documents and supplement information. The first document is a Description of CE Candidate Project. The second document is a State/Federal Agency Review Form. The later must be completed and returned to our office. We request the form be returned by _____.

The _____ project in _____(City) and _____(County).

Project Location:

USGS Quad _____; Township _____; Range _____; Section _____

Brief Project Description:

If concerns about this project are noted on the returned form, we will be in contact with the person signing it to discuss those concerns. We appreciate your cooperation in assisting us with this review process. If you have any questions please contact:

Name:

Representing:

Address:

Telephone Number:

Fax Number:

Project Description for Categorical Exclusion (CE) Candidate

Applicant Name:

Project Name:

Site Location:

Land Use/Zoning:

Part I: Project Description: The project description is a narrative depiction of the capital improvement, upgrade or infrastructure for which you will be seeking funding. For example: "construction of new below ground collection lines and a pump station serving a 10 acre existing subdivision with 15 residences."

Part II: Purpose and Need: The purpose and need is an explanation of the problem this project will solve. For example, "to serve existing development with failing on-site systems", or "to address the compliance issues that occurred in February 2006", or "MAO requirements which are required to be completed by Summer of 2010".

Part III: Project Location: The project location is the place where the work will be done. The description here must be clear enough for the reader to find the project location on a map and go to the site on their own. County; City; Township, section, range; Latitude and Longitude, site address, and road intersections could be helpful. For example, "Columbia County, City of Deer Island, Tide Creek Road between Rt 30 on the east and Orr Road on the west."

Part IV: Resource Description: Describe Environmental Resources in the area: historical, cultural, wetlands, farmland, waterbodies, groundwater, threatened and endangered species, critical habitat, flood plain, etc. For example, "There is one significant cultural site near the project site; that is not within an area to be excavated as part of the proposed project. The project is located within the Urban Growth Boundary and will not affect farmlands or forestlands; there are no listed threatened or endangered species in the project area; the project is located between the 100- and 500 year floodplain, out of the floodway. The associated WWTP outfall location is the Coquille River, but that outfall will not be affected by this project."

Part V: Resource Impacts Describe potential impacts to resources: For example, "the proposed project will provide back-up power generation, thus assuring treatment plant operation. This will assure treatment of effluent, fewer overflow events, and operation consistent with NPDES permit. This project will be implemented on currently developed land and will have minimal impact on resources."

Part VI: Federal and state involvement in the project List permits and previous consultations with state or federal agencies related to this project. (National Pollutant Discharge Elimination Services (NPDES) permit, Air Contaminant Discharge Permit (ACDP), removal/fill permit from Army Corps of Engineers or Division of State Lands, Water Pollution Control Facilities (WPCF) permit, previous consultations with Oregon Department of Fish and Wildlife (ODFW), State Historic Preservation Office (SHPO), etc.)

Part VII: Required Attachments: Make a list of the attachments. For example: MAP (USGS topo), FEMA Map, Zoning Map, drawings of proposed project, photos of site location, etc.

Part IX: Applicant Signature:

To the best of my knowledge, the information above is accurate and correct:

Signature: _____

Date: _____

Printed Name/Title: _____

STATE/ FEDERAL AGENCY REVIEW

A REVIEW OF A PROPOSED OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY CLEAN WATER STATE REVOLVING FUND PROJECT

Project Name:	Project Applicant:
---------------	--------------------

Return Date:

To Agency: If you cannot respond by the return date, please notify us immediately. The CWSRF State Environmental Review Process requires a written response from each agency. Please send your response by the return date. DEQ cannot act on our application until we have received your documentation.

PROGRAM REVIEW AND COMMENT

We have reviewed the proposed project and have reached the following conclusions on its relationship to our plans and programs:

It has no measurable affect.

We have no comment.

Affects, although measurable, would be acceptable.

It has adverse effects. (Explain in Remarks Section.)

We are interested, but require more information to evaluate the proposal. (Explain in Remarks Section.)

Additional comments for project improvement. (Attach if necessary.)

REMARKS

Agency: _____

Reviewed By: _____

Telephone No. _____

Return to: