

Checklist for Submitting a Section 404 PreConstruction Notification (PCN)

Instructions: The Consultant and the ADOT EPG planner will check the appropriate box to verify that the PCN package meets Corps' requirements. If any of the items are not complete, the EPG planner will return the PCN package to the consultant for correction. Refer to ADOT's www.adotenvironmental.com for current Section 404 information/templates.

Consultant	EPG Planner	QC Checklist Items
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_____	_____	Signed cover letter from EPG Planner.
_____	_____	Project location maps, including USGS map and FEMA floodplain map.
_____	_____	Copy of completed 4345 signed by District Engineer and EPG Planner.
_____	_____	Impact Sheets that are a minimum size of 11 x 17 inches (<i>HAND DRAWN GRAPHICS WILL NOT BE ACCEPTED</i>).
_____	_____	Supporting documentation (<i>i.e. BR, BE, concurrence letters, cultural survey reports</i>) for General Condition 17 and 18).
_____	_____	Current site photographs if conditions on the ground have changed since the JD photographs (<i>and noted in cover letter</i>).
_____	_____	Copy of 401 Individual Certification to the appropriate agency (<i>if a 401 Individual Certification is required</i>).
_____	_____	Mitigation Plan (<i>if applicable</i>).
_____	_____	Electronic copy of all documents that are scanned as separate files (<i>and grouped as reports, plans, etc.</i>) and to correct scaled size, and stored via FTP or CD. Hard copy submittal is double sided as appropriate.

ADDITIONAL ITEMS FOR INDIVIDUAL PERMITS:

_____	_____	Hard copy and electronic copy of 404(b) (1) evaluation.
_____	_____	Electronic copy of public notice.
_____	_____	Mailing labels for adjacent landowners.
_____	_____	Electronic copy of all documents that are scanned as separate files (<i>and grouped as reports, plans, etc.</i>) and to correct scaled size, and stored via FTP or CD. Hard copy submittal is double sided as appropriate.

Consultant signature and date

ADOT EPG Planner signature and date