

Environmental Review Record Checklist

For Environmental Review Records Requiring an Environmental Assessment

DR Contract #:	
Project Title:	
Property Address:	

Activity	Notes	Signature and Date
Publish Early Floodplain Notice		
Send Early Floodplain Notice to Agencies and Publish in Paper		
Send Final Floodplain Notice to Agencies and Publish in Paper		
Archaeological APE sent to THC		
Sand and Gravel Permit sent to Texas Parks and Wildlife		
Submit USACE Pre-Construction Notification (PCN)		
Complete Environmental Assessment		
Compile Physical and Electronic Copy of full ERR available for public		
Publish EA to HUD through HEROS		
Publish EA to TWDB (if applicable)		
FONSI and RROF Notification in Paper Send Notification Emails		
Submit RROF to HUD with City Manager Signature		
Receive Authority to Use Grand Funds		

Records: At all stages, staff will save to the electronic file a copy of any signed document and any information sent to property owners.

Last Revised: 3/25/2020