Month dd, yyyy

Mr. David Glatt

Director

North Dakota Department of Environmental Quality

4201 Normandy Street

Bismarck, ND 58503-1324

PROJECT NO. (Project Number), PCN (Number)

 (DESCRIPTION) *-all caps*

 (COUNTY) -*all caps*

*Paragraph A (to be used for Interstate, US, or State highway projects) –* The North Dakota Department of Transportation, in cooperation with the Federal Highway Administration, is proposing a roadway improvement on (Highway Name, Vicinity, Description).

*Paragraph B (to be used for Urban and County Federal Aid Route highway projects) –* (Local Government Agency replace with the appropriate City or County), in cooperation with the North Dakota Department of Transportation and Federal Highway Administration, is proposing a roadway improvement on (Highway Name, Vicinity, Description).

The project consists of (Scope of Work).

This project is expected to be constructed during the yyyy construction season.

*Paragraph C (if right-of-way will be required) –* The project will require permanent and/or temporary right-of-way. The right-of-way required will be (explain where it is in relation to the project, i.e. in linear strips parallel to the project area).

*Paragraph D (if right-of-way will not be required) –* The project will not require the acquisition of permanent or temporary right-of-way.

The following tabulation shows the average daily traffic volumes (ADT) once the new facility is completed and the expected ADT in 20 years after completion.

|  |  |  |
| --- | --- | --- |
| LOCATION | ADT Upon Completion of Improvement (yyyy) | Forecasted ADT (yyyy) |
|       |       |       |

We believe that these volumes are not of the magnitude that would result in the violation of any Air Quality Standards and the project is consistent with the State Implementation Plan for air quality.

Your concurrence in this determination is requested.

To ensure that all social, economic, and environmental effects are considered in the development of this project, we are soliciting your views and comments on the proposed project pursuant to Section 102(2) (D) (IV) of the National Environmental Policy Act of 1969, as amended. We are particularly interested in any issues pertaining to solid and hazardous waste, municipal wastewater, water quality, and the occurrence of past contamination along the project area.

Information or comments relating to environmental or other matters that you might furnish will be used in determining if this project is a "categorical exclusion" or whether an "Environmental Assessment" or a "Draft Environmental Impact Statement" will be prepared.

It is requested that any comments or information be forwarded to our office on or before (mm/dd/yyyy). If no reply is received by this date, it will be assumed that you have no comment on this project.

If further information is desired regarding the proposed roadway improvement, please contact (Designer) at (Phone) in (City), (State).

(NAME) *-all caps (Refer to Section II – 03.01.03 for signatory agent)*

#/si/wi *-for NDDOT internal projects: (div.#/signatory initials/writers initials)* or

si/wi *-for consultant projects: (signatory initials/writers initials)*

Enclosure