

# SPECIAL PROJECTS CHECK LIST

(ITEMS IN THE PACKAGE SHOULD FOLLOW THE ORDER OF CHECKLIST)

**Project Type:**

Alternate Project  Improved Project  Other

**Disaster:**

1603  1607  Other \_\_\_\_\_

**PROJECT/CONSTRUCTION DATA:**

- Applicant Name \_\_\_\_\_
  - FIPS No. \_\_\_\_\_
  - Proposed Project Address \_\_\_\_\_
  - Proposed Project Latitude/ Longitude \_\_\_\_\_
  - Applicant Request
  - List of related Project Worksheet Number(s); attach copies \_\_\_\_\_
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- \*Vicinity map showing proposed location, disturbed areas, waterways & wetlands
  - \*Map or drawing showing existing footprint and proposed footprint
  - New Special Consideration Form (9 Questions) for Imp/Alt Project Request
  - New Scope of Work for Proposed Project, including any available costs, plans, spec's, contracts, etc.
  - \*Explanation of all ground disturbing activities (digging, excavation, structure removal, soil replacement, site work, access roads, staging areas; including maximum depth) [If applicable]

**SUPPORTING DOCUMENTATION:**

- \*Copies of all Federal and State environmental and regulatory permits and approvals, and/or other relevant documentation (e.g., environmental site assessments or Phase I's environmental baseline surveys, or other environmental reports) [IF APPLICABLE AND AVAILABLE]
- \*Documentation of consultation with the State Historic Preservation Officer (SHPO) and/or other relevant State and local agencies by Applicant, State or FEMA personnel [IF APPLICABLE AND AVAILABLE]
- \*Projected construction project schedule (timeline) from Approval to Completion [IF APPLICABLE]
- Copies of PW's and applicable photos (clear pictures or digital format)
- Copies of insurance settlement documents (particularly Statements of Loss), including Adjuster estimate of damages.

\*Information not required for equipment or contents projects

**CONTACT (NAME/PHONE):**

- STATE PAC \_\_\_\_\_
- FEMA PAC \_\_\_\_\_

**FEMA/STATE USE ONLY**

- FEMA GROUP LEAD \_\_\_\_\_
- FEMA TEAM LEAD \_\_\_\_\_
- STATE AIT VERIFIER \_\_\_\_\_