

PROJECT INFORMATION

Project Name:			Location	
Category <input type="checkbox"/> New <input type="checkbox"/> Repair/Replace <input type="checkbox"/> Remove/Demo	Prior Planning <input type="checkbox"/> Trail Assessment Year: _____ <input type="checkbox"/> Capital Plan Year: _____ <input type="checkbox"/> Local Mgmt. Plan Year: _____	Proposed Start Date	Trail Club	
			Lead Tele: _____ Email: _____	
			Target Finish	Regional Office Contact

Brief Description (remember to also attach a more detailed description of the work to be performed)

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Trail Assessment Deficiencies

(list the “AT ID” of all deficiencies that will be addressed – attach list if needed)

Supporting Information

- ☐ Detailed Description
☐ Map
☐ Flagline
☐ Pictures of Site
☐ Project Diagram
☐ Other

Submitted

Signature

Date

Print Name:

ATC REGIONAL OFFICE REVIEW

Tele:

Email

<p>Consultation with RPC</p> <p>Completed: _____ (Date)</p> <p>Signature: _____</p> <p>Environmental Planning & Review</p> <p>Natural Resources Surveyed</p> <p><input type="checkbox"/> Botanicals <input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> T&E Species <input type="checkbox"/> Other _____</p> <p>By: _____ Date: _____</p> <p>Cultural Resources Surveyed</p> <p><input type="checkbox"/> Archeology <input type="checkbox"/> Historic Structures</p> <p><input type="checkbox"/> Sacred Sites <input type="checkbox"/> Other _____</p> <p>By: _____ Date: _____</p>	<p style="text-align: center;">Received</p> <hr/> <p>Notes/Comments:</p> <hr/> <p style="text-align: center;">ATC Regional Director</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p>
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AGENCY CONSULTATION

<input type="checkbox"/> NPS: _____ <input type="checkbox"/> USFS: _____ <input type="checkbox"/> State: _____ <input type="checkbox"/> Municipal: _____	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Received</div>
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p style="text-align: center; margin-bottom: 10px;">Agency Official</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Approved <input type="checkbox"/> Denied </div> <div style="width: 50%; text-align: right;"> Date _____ </div> </div> </div> </div>	

INSTRUCTIONS

PURPOSE • This form is used to facilitate and expedite review and documentation of field projects proposed on the A.T. Certain elements of this review are contingent on seasonal conditions for the required biological (flowering plants) and cultural field work (unfrozen soils) to take place. Therefore, this form and the supporting documentation should be submitted as early as possible to facilitate timely determinations.

SECTION 1 – Basic Project Information

GENERAL • The project proponent is responsible for completing this section and providing all the information necessary to evaluate the project.

PROJECT NAME • Enter the name or title that identifies the project. Make it sufficiently descriptive to be unique but brief.

LOCATION • Provide enough information to determine a precise and accurate location for your project including NPS Segment Map number, A.T. Guidebook section, and latitude/longitude coordinates along the A.T. Centerline.

TRAIL CLUB • Enter the name of the club responsible for the segment of Trail in which the project is located

PRIOR PLANNING • Indicate whether this project and/or the need it is addressing is identified in your most recent trail assessment, capital plan, or local management plan and provide the corresponding identification if available. If it is not, leave this section blank.

TARGET START/COMPLETE DATE • Enter the dates on which you would like to or anticipate starting and finishing the project. *Please allow at least one year between submitting the form and your target start date to allow for adequate review of your proposal. While every effort will be made to allow you to start the project on time, review and approval is subject to delay, especially for projects that may cause significant changes to the natural environment or historic features.*

LEAD • Enter the name, telephone number, and email of primary person in charge of implementing the project.

BRIEF DESCRIPTION • Briefly summarize your project. A general physical description of the project and a concise statement of its goal is all that is necessary. Remember to attach a more detailed statement to this form describing the need or deficiency the project will address and the steps and materials necessary to complete it.

TRAIL ASSESSMENT DEFICIENCIES • List all the trail assessment deficiencies that will be addressed by this project. List deficiencies by their “AT ID” – a unique identifier assigned to each deficiency. List all deficiencies that apply. If you need more space, attach a list. Deficiency IDs are found in the Google Earth trail assessment data and in the regional office GIS data.

SUPPORTING INFORMATION • Indicate the supporting documentation that will be attached to the form. You should include all the items listed that are applicable and anything else that would be helpful to understanding your project. Please submit by September 15 for the fall RPC meeting.

SIGNATURE • The appropriate official from the club must sign and print his/her name in the space provided to complete this step. The date entered should reflect the date the form is submitted for further review. The person signing should also indicate their organizational title, if applicable.

SECTION 2 – ATC Regional Office Review

GENERAL • The ATC Regional Director is responsible for ensuring the project meets approval of the RPC and that all required environmental planning and review has been completed.

DATE RECEIVED • Enter the date the proposal was received by the Regional Director. Note, this date will often be prior to the date agency consultation (section 3) is started.

CONSULTATION WITH RPC • The Regional Director is responsible for consulting with the RPC Chair who has the option to “Opt-Out” of the review. Enter the date either consultation was completed or “opt-out” decided. The signature of an RPC official, if applicable, is preferred but not required; the Regional Director or his/her agents may sign instead to verify consultation was completed.

ENVIRONMENTAL PLANNING & REVIEW • The regional office will work with the club and the agency partner to collect and review information on cultural or natural resources that may be affected by the project. Information gathered through this process helps to protect the Trail’s environment and may influence final project design.

SIGNATURE • Regional Director must sign in the space provide and indicate the final disposition of the project (approved or denied) to complete this step and the review process.

SECTION 3 - Agency Consultation

GENERAL • The Regional Director is responsible for contacting the agency land-manager and any local regulatory bodies having jurisdiction over the project and securing their necessary authorizations.

AGENCY IDENTIFICATION • Check the box next to the appropriate consulting agency. In the case of state or municipal agencies, enter the name or acronym of the entity next to the box in the space provided.

DATE RECEIVED • Enter the date the proposal was received by the agency partner.

SIGNATURE • An authorized official of consulting agency must sign in the space provided and indicate the final disposition of the project (approved or denied) to complete this step.