



# Project Proposal Review Form

Appalachian National Scenic Trail  
Version April 2021

## 1. Identifying Information

<b>1.1 Project Title</b> (Same as used in other planning documents, such as ATC Capital Plan)		
<b>1.2 Brief Project Description</b> (Describe action and location. A detailed description must be included as an attachment)		
<b>1.3 Project ID No.</b> (Capital Plan)	<b>1.4 Project Management Information System (PMIS) No.</b>	<b>1.5 Project Submission Date</b>
<b>1.6 Project Lead/Project Proposer</b>		
_____	_____	
Name (Please print)	Position/Title/Organization	
_____	_____	
Phone	Email	
<b>1.7 ATC Point of Contact</b> (if different from above)		
_____	_____	
Name (Please print)	Position/Title	
_____	_____	
Phone	Email	
<b>1.8 Review/Recommendation</b>		
Club Representative		<input type="checkbox"/> Opt out
_____	_____	_____
Name (Please print)	Signature	Date
RPC Representative		<input type="checkbox"/> Opt out
_____	_____	_____
Name (Please print)	Signature	Date
ATC Representative/Regional Manager		
_____	_____	_____
Name (Please print)	Signature	Date
<b>1.9 Who will do the work?</b> (volunteers, paid crew, contractor, etc.)		

## 2. Project Planning Details

**2.1** Describe the problem to be solved or condition to be addressed.

---

---

---

**2.2** What alternatives were considered?

---

---

---

**2.3** Is this project identified in a planning document? If so, identify the specific plan. (Examples: A.T. Club Local Management Plan, State or Local Recreation Plan, Capital Plan)

---

---

**2.4** List any consultations with experts (natural resource specialists, state or federal wildlife agency, engineer, recreation planner, SHPO/cultural resource specialist, etc.)

---

---

**2.5** List any consultations with other partners or landowners.

---

---

**2.6** List any seasonal or timing considerations/restrictions for this work (high use period, natural resource sensitivities or requirements, agency policy, fund source, access etc.).

---

---

**2.7** List any immediate safety concerns

---

---

**2.8** Priority Level (Select one) and provide a short explanation      Urgent      High      Medium

---

---

**2.9** Project Type

Facilities

Natural Resources

Cultural Resources

**2.10 Work Type**

Cyclic Maintenance

New Construction

Inventory and Monitoring

Routine Maintenance

Replace

Invasive Species Management

Repair/Rehabilitation

Emergency Repair

Restoration

Remove/Demolish

Resource Management

Other \_\_\_\_\_

<b>2.11 Project Target Start Date</b>	<b>2.12 Project Target Completion Date</b>
---------------------------------------	--

**2.13 Is this a phased project?**

Yes

No

If "Yes," list each phase and current status.

---



---



---

### 3. Project Location

<b>3.1 Project State(s)</b>	<b>3.2 Project County(s)</b>
<b>3.3 ATC Region</b> (NERO, MARO, VARO, SORO)	<b>3.4 Trail Club</b> (Or other partner organization[s])
<b>3.5 Land Manager(s)/Owner(s)</b>	<b>3.6 Ownership Type(s)</b> (Examples: fee, easement)
<b>3.7 APPA Tract Number(s)</b>	<b>3.8 GPS Lat/Long(s)</b> (Center of site or start/ end points)
<b>NOTE: A detailed site map and shape files must be included as an attachment.</b>	

## 4. Facility Management Software System (FMSS) Details

<b>4.1</b> FMSS Location Name(s)	<b>4.2</b> FMSS Location Number(s)
----------------------------------	------------------------------------

### 4.3 FMSS Location Type(s) (Mark all that apply)

- |   |                                       |                                       |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> AT Treadway          | <input type="checkbox"/> Boundary     | <input type="checkbox"/> Building     |
| <input type="checkbox"/> Bridge               | <input type="checkbox"/> Campground   | <input type="checkbox"/> Dam          |
| <input type="checkbox"/> Maintained Landscape | <input type="checkbox"/> Parking Area | <input type="checkbox"/> Road         |
| <input type="checkbox"/> Side Trail           | <input type="checkbox"/> Vista        | <input type="checkbox"/> Water System |
| <input type="checkbox"/> Other: _____         | <input type="checkbox"/> N/A          |                                       |

### 4.4 Does the project repair/replace assets within the same existing footprint?

- Yes       No      If "No," what is the distance from the original footprint? \_\_\_\_\_
- If "Yes," will the asset expand outside the boundary of the existing footprint?       Yes       No

## 5. Compliance Screening – Materials and Methods Questions

**5.1** Describe site access and parking to be utilized. (A.T., side trail, bushwhack, road, air, etc.). (Identify the access route and parking area[s] on site map.)

---

---

---

**5.2** Describe mode of site access (foot, ATV, vehicle, snow mobile, etc.) and length of each mode used. Describe any seasonal considerations that may affect access (snow cover, water level of streams/rivers).

---

---

---

**5.3** Estimate/describe the amount and types of materials that will be used in the project. Specify any changes from existing materials, such as replacing wood shingles with metal roofing. If estimated, what is the stage of the design process?

---

---

---

---

**5.4** Describe the types of equipment and tools that will be used for the work, including to move materials to the site.

---

---

---

**5.5** Will a staging area be required for materials and or equipment?

Yes       No

If "Yes," identify equipment/supplies to be staged, how long they will be staged and the estimated size of the staging area in square feet. (Identify the specific location and access route of the staging area[s] on the site map.)

---

---

---

**5.6** Estimate the maximum number of people who will be working on site at any given time to complete the project.

---

---

**5.7** Describe the duration and timing of the work (time of day, days of week, weekends vs. weekdays).

---

---

**5.8** Will the project require a field camp for workers near the project site?

Yes       No

If "Yes," identify location and describe plans for managing refuse and waste. (Identify the specific location[s] of camp on the site map.)

---

---

---

**5.9** Will the project involve working with or around known Hazardous Materials?

Yes       No

If "Yes," list each hazardous material and attach a safety plan.

---

---

---

**5.10** Will the project produce disposable waste/debris?

Yes       No

If “Yes,” how/where will construction/project debris be disposed of?

---

---

---

## 6. Compliance Screening – Land/Visitor Use Questions

**6.1** Will the project temporarily or permanently close a site, trail, or road or redirect hikers or traffic?

Yes       No

If “Yes,” describe the nature of the change and how long the traffic or use pattern will be disrupted.

---

---

**6.2** Will the project temporarily or permanently change the site layout or conditions in a way that requires the installation of new signage?

Yes       No

**6.3** Will the project temporarily or permanently alter available visitor services or activities, including accessibility under the Architectural Barrier Act (ABA)?

Yes       No

If “Yes,” please describe which services or activities will be affected and how/for how long.

(Examples: parking, privies, trails, visitor center, recreation, accessibility)

---

---

**6.4** If the project involves new construction or alteration(s), please describe whether universal design principles have been considered and incorporated to meet ABA accessibility requirements.

---

---

## 7. Compliance Screening – Natural Resource Questions

**7.1** Provide a brief description of the surrounding natural environment and include representative photographs. (Examples: mixed hardwood deciduous forest, low litter; meadow; wetland)

---

---

**7.2** Describe any vegetation trimming, cutting, or clearing that will occur for this project. For removal of trees larger than saplings/3 inch DBH: include the #, species, and locations on a map.

---

---

---

**7.3** How much ground surface area (sqft/acres) will be disturbed, cleared, or denuded of vegetation?

---

---

---

**7.4** Will any project materials be harvested or removed from adjacent areas? (E.g. quarried/gathered rock, lumber, soil)

Yes       No

If “Yes,” identify the type(s) and amount(s) of native materials to be harvested, the method of removal, and how the materials will be stored over the duration of the project. (Identify location[s] on a map.)

---

---

**7.5** Is the project site within or adjacent to a federally designated wilderness area, wilderness study area, or area with significant wilderness characteristics?

Yes       No       Unknown

**7.6** Are there any known invasive species at or adjacent to the project site? If so, list the known species, species density (High,Med,Low) and their approx. location(s) in relation to the project area.

---

---

---

**7.7** Are there any known state or federally recognized rare, threatened, or endangered species at or adjacent to the project site? If so, please list the known species and their approximate location(s).

---

---

---

**7.8** Have any of the following natural resource surveys been completed or planned?

- Botanical                       T&E Species                       Wetlands  
 Other: \_\_\_\_\_ (Attach any completed reports)

If “Planned,” who will conduct the survey and approximately when? NOTE: Coordination with APPA required prior to any natural resource surveys being conducted on APPA land by a contractor.

---

**7.9** Describe any anticipated specific mitigation measures and best management practices which may be used in order to reduce potential for natural resource impact.

---

---

---

## 8. Compliance Screening – Cultural Resource Questions

**8.1** Provide a brief description of the surrounding built environment and/or adjacent cultural resources.

(Examples: rock walls, homesteads, cemeteries, bridges, ruins, etc.) Include photos

---

---

---

**8.2** Does the project entail any ground disturbance such as digging, boring, excavation, grading, etc.?

- Yes    No

If “Yes,” describe the extent and depth of soil disturbance and show location(s) on a map. (Quantify by width, length, depth, cu. ft., etc.) Also, describe any known prior ground disturbance at these locations.

---

---

---

**8.3** Does the project involve work in or near a known archaeological site or resource?

- Yes                       No                       Unknown



**8.4** Does the project involve work in or near properties listed or eligible for listing on the National Register of Historic Places (other than the A.T.)?

- Yes       No       Unknown

If "Yes," List the property(s).

---

**8.5** Have any of the following Cultural Resource surveys been completed?

- Archaeological       Historic Structures       Other \_\_\_\_\_

NOTE: Coordination with APPA required prior to any cultural surveys being conducted on APPA land.

**8.6** Detail specific mitigation measures and best management practices which are planned in order to reduce potential for cultural resource impact.

---

---

---

---

## 9. Project Packet Checklist

In addition to this form, please ensure that you have completed and included the following documents in your submission packet for NPS review:

- Detailed Project Description\*** (a complete narrative of the problem to be solved or condition to be addressed as well as any alternatives considered. Include WHO is involved, WHY the project is needed, WHERE all aspects of the work are located, WHEN and HOW the work will be done including measures to reduce impacts)
- Site Maps\*** (broad project area & detailed site map)
- Shapefile\*** (polygon of project boundary and any access routes created for the project work)
- Site Photos\*** (clearly labeled and depicting problem to be solved or condition to be addressed)
- Example Photos** (what the finished project is intended to achieve, examples of similar work)
- Specification or Schematics** (of materials, design drawings, construction blueprints, etc.)
- Natural and/or Cultural Resource Surveys**

\*Required