



TRANSPORTATION CABINET

Frankfort, Kentucky 40622
www.transportation.ky.gov/

Steven L. Beshear
Governor

Michael W. Hancock, P.E.
Acting Secretary

MEMORANDUM

Design Memo No. 06-09
Construction Memo No. 08-09

TO: Chief District Engineers
Design Engineers
Active Consultants

FROM: Nancy B. Albright, P.E. Director *Nancy*
Division of Maintenance

Steve D. Criswell, P.E. Director *Steve Criswell*
Division of Construction

Jeff D. Jasper, P.E. Director *Jeff Jasper*
Division of Highway Design

DATE: October 20, 2009

SUBJECT: NOI eForm Policy

Beginning August 1, 2009, the Division of Water has implemented an electronic Notice of Intent (eNOI) Form, allowing for expedited approvals. Notification of permit approval or denial will be provided by the Division of Water within 7 days of submittal. KYTC Projects that contain 1 acre or more of disturbed area AND do not require an Individual Permit shall be filed in this manner. For more information on determining permit requirements, contact the District Environmental Coordinator or the Division of Environmental Analysis. The process for filing the form electronically is outlined below.



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The Project Manager shall determine the method for filing the eNOI; either by the Contractor or by Cabinet personnel. If prepared and submitted by the Contractor, the Proposal shall contain a Special Note outlining this requirement and shall be paid for as part of the lump sum bid item "KPDES Permit and Temp Erosion Control". An example of the Special Note can be found at:

http://transportation.ky.gov/design/Drainage/EROSION%20CONTROL%20NOTE/Special%20Note%20For%20Erosion%20Control%20Item%20003.00192_15%20New%20Route_Barren%20Co.doc

The NOI eForm can be found at the following web link:

<https://dep.gateway.ky.gov/eForms/default.aspx?FormID=7>

An in-depth walkthrough for completing the form and the attachments can be found at:

http://transportation.ky.gov/design/Drainage/EROSION%20CONTROL%20NOTE/Special%20Note%20For%20Erosion%20Control%20Item%20003.00192_15%20New%20Route_Barren%20Co.doc

If the Project Manager determines that Cabinet personnel will be responsible for the preparation and submittal of the eNOI, the general process and associated responsibilities are as follows:

Prior to the Letting: The In-House Design Team or Consulting Engineering Firm shall create a PDF version of a color topographic quad map. An example of this map can be found as Exhibit 1 at the above web link. The map shall depict the roadway centerline or, in lieu of a centerline, the limits of disturbance. The Disturbed Drainage Areas shall be labeled at the **point of discharge** with Latitude/Longitude to the 6th decimal place. However, delineation of the areas is not necessary. Along with the quad map, the NOI eForm should be partially completed **but not filed**. The form can be saved for future retrieval with a Transaction ID. The user should create another PDF document like Exhibit 2 with the Transaction ID number for inclusion in the Proposal. This is the only way for the user to access the partially completed form at a later time. Furthermore, the quad map and the Transaction ID number shall be placed in ProjectWise in the *Proposal* folder as shown in the example below for each SYP project.

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- [-] 02-1051.00
 - [-] Contract Plans and Proposal
 - [+] Contract Plan Set
 - Miscellaneous
 - Proposal
 - [+] Supplemental

After the Letting: Once a project is awarded, the NOI eForm must be completed and submitted by staff designated by the TEBM for the Project Delivery & Preservation Branch. This designee will use the Transaction ID number referenced above to access the partially completed form. This ID number can be found in the Proposal Document, as well as in the ProjectWise *Proposal* directory. Contact the PreConstruction Project Manager if you need assistance in locating the ID number. At this point, the **Start and End Dates** can be filled in, along with completing Parts VII and IX of the eNOI form. Part VII will be the designated point of contact for the Cabinet, usually the person in PD&P that is completing the form and who needs to receive the approval e-mail from the Division of Water. Part IX will be the electronic signature of the District Executive Director. The person completing the form will sign for the DED and attach the PDF quad map to the eForm in Part VIII: Attachments. The PDF of the quad map can also be found in the *Proposal* directory in ProjectWise.

Any questions regarding this memorandum should be directed to this office.

NBA: SDC: KLM: JDJ: CW