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James C. Codell, III  
Secretary of Transportation


Commonwealth of Kentucky  
**Transportation Cabinet**  
Frankfort, Kentucky 40622

Paul E. Patton  
Governor

T. Kevin Flanery  
Deputy Secretary

**MEMORANDUM**

TO: Environmental Coordinators, Districts 1 - 12  
Branch Managers for Pre-Construction, Districts 1 - 12

FROM: J. L. Mettelle, Director  
Division of Environmental Analysis 

DATE: March 22, 2000

SUBJECT: Categorical Exclusion (CE) Requests  
Data Requirements

All requests for CE determinations and environmental overviews must include the following necessary information:

- Item number, project description, including type of project, project purpose and need; project length; explanation of project termini selection; and existing and proposed geometrics
- County map showing project location and a topographic map, aerial photo, or plans showing alternates under consideration (a corridor may substitute for alternates in early project stages)
- Existing and design year (i.e., 20 years after construction) traffic (ADT's)
- Estimate of the number, type, and family characteristics of households and businesses to be displaced
- Location and length of stream channel changes
- Project controversy
- Description and/or photographs of any additional environmental issues, such as possibility of wetlands, involvement with public parks or recreation areas, potential UST/hazmat sites, historic buildings or cemeteries, etc.

CE's are required for federally funded projects with minimal impacts. Overviews should be requested for state funded projects or for projects that will eventually require an EA/FONSI but may have potential environmental impacts that need to be identified earlier. Please send a complete package of information, clearly identified as a CE or overview request.

JLM/RMM

cc: C. S. Raymer  
J. Sacksteder  
R. D. Dutton  
R. M. Morris

