

## Contractor Site Use Request Identification and Evaluation Submittal Guide

The NDOT Environmental Section has committed to review all project activities for potential environmental impacts throughout construction of the project. This commitment includes areas that have not been previously identified during project development and design and includes all Borrow, Waste, Plant, Stockpile, and Construction Debris Sites proposed by the Contractor.

This document is meant to serve as a guide to contractors to ensure that the information submitted for the Material Source Site request (MSS) (NDOT Form 119) is complete so the environmental review of the requested site can be completed in a timely manner.

The following information is provided to help guide the Site applicant through the process of providing information for review of the requested Site(s).

### General Project Information

The following is needed in order to properly document the requested sites with the associated projects and to be consistent with NDOT project files. The NDOT project information can be found in the Contract or on the Project Plan Sheets. If this information is not available to you, the NDOT Construction Project Manager will be able to provide it.

- Project Number
- Control Number
- Project Name
- County(s)

**\*NOTE: It is important to state the county that the requested site is specifically located in if it is different from the county the project is in.**

John R. Selmer, P.E., Director

Department of Transportation

MAILING ADDRESS

PO Box 94759  
Lincoln, NE 68509-4759

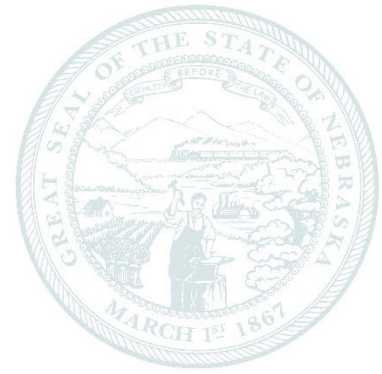
PHYSICAL ADDRESS

1500 Highway 2  
Lincoln, NE 68502

PHONE 402-471-4567

EMAIL [NDOT.ContactUs@nebraska.gov](mailto:NDOT.ContactUs@nebraska.gov)

[dot.nebraska.gov](http://dot.nebraska.gov)



Pete Ricketts, Governor

The following is necessary so that both the NDOT and Resource Agencies can identify the Site location(s), and review databases of known or potential environmental resources.

## Site Location and Ownership

1. Legal Description: This is the legal description for the location of the MSS Site and is described to the  $\frac{1}{4}$  Section of the  $\frac{1}{4}$  Section. Maps with legal descriptions can be found at:  
<https://dot.nebraska.gov/travel/map-library/county/>

You may also use Google Earth by clicking the following link:

<https://dot.nebraska.gov/media/13005/ne-sec-twn-rng.zip>

- a. Color Aerial Photos with precise boundaries of the requested site(s) are needed to accurately determine the area to be disturbed and proximity to any potential environmental resources.  
**\*NOTE: The area within the boundary you provide is only what will be approved for disturbance**
  - b. Accurate color ground photos are required so the site can be reviewed. Ground photos need to be taken from at least the four corners of the site and accurately depict current ground conditions.  
**\*NOTE: Google Earth Street view photos are not acceptable as they do not show the detail needed for review.**
2. Landowner: Provide the landowner information for where the MSS Site is requested. It is important to provide accurate information for the landowner contact information. This information is used if NDOT or resource agencies need to contact them about specific information pertaining to the requested MSS Site. Please include an email address if available.
  3. Site Requestor: This is very important to have filled out correctly. This will be the only contact information that the NDOT will have for all correspondence that needs to be made with the contractor. This information is where NDOT will send the final Site use decision. Please include an email address for the contact as this will be the primary way NDOT will contact you.  
**\*NOTE: the Nebraska Game and Parks Commission, History Nebraska, or other resource agencies may contact you for coordination in the use of the site or if conservation conditions are needed on the requested site.**

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4. Purpose of Site Use: This is important to know because the activities that occur on the site may be of special interest to the various resource agencies.  
**\*NOTE: if the site will be used for multiple purposes, check all that apply. If the site use doesn't pertain to any of the provided checkboxes, use the explanation section to describe the requested site use.**
5. Previous Use: This information is important as it can speed up the review time and approval if it is known that the site has already been disturbed, currently in use, or previously approved.
6. Current Use: State the current use of the requested Site. If the current use does not fall into the provided categories, explain in the space provided.
7. Vegetation Cover: The types of vegetation cover can help the NDOT to understand the possible resources that may be present on the requested site during the desktop review.  
**\*NOTE: It is understood that detailed knowledge of the type of vegetation might not be known, but any information that can be provided will be helpful.**
8. Tree Removal: This information is needed in order to determine if there could be an effect to several species of wildlife if trees of a certain size and location are removed.
9. Existing Surface Water on the Site: This information is needed to help determine and calculate any potential effects to Platte River Depletions based on current and anticipated exposed water on the proposed site.
10. Anticipated Surface Water on the Site: This information is needed to help determine and calculate any potential effects to Platte River Depletions based on current and anticipated exposed water on the proposed site.  
**\*NOTE: Acre-Feet is calculated by the surface area of exposed water in acres multiplied by a one-foot depth.**
11. Location Within the Platte River System: If the proposed site is located within the Platte River System and is going to expose groundwater or detain surface water after completion, a Consumptive Use Calculation must be completed. A map of the Platte River System is attached to the MSS Request (NDOT Form 119) on the website.  
**\*NOTE: NDOT will complete the Consumptive Use Calculation, but proximity of the requested site within the Platte River System must be identified by the contractor.**

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