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Office of Planning and Budget  
Executive Department

July 21, 1975

James T. McIntyre, Jr.  
Director

Mr. J. F. Castrilli  
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Suite 303  
Toronto, Ontario

Dear Mr. Castrilli:

Enclosed is a copy of the State Tollway Authority  
"Policy and Procedure Manual". If I can be of any further  
assistance, feel free to call on me.

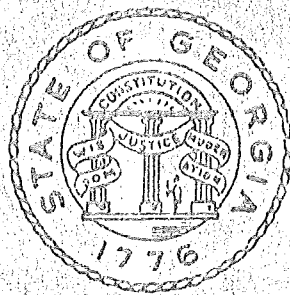
Sincerely,

*David Garrity*  
David Garrity

DG:pp

Enclosure

# Policy And Procedure Manual



STATE TOLLWAY AUTHORITY  
DEPARTMENT OF TRANSPORTATION

MAY, 1972

## INTRODUCTION

The 1972 session of the Georgia General Assembly passed Act Number 861 (S. B. No. 569) entitled, "An Act To Amend An Act Entitled the 'State Toll Bridge Authority Act', (Ga. L. 1953, Jan. - Feb. Session, p. 302), as amended, so as to change the name of the State Toll Bridge Authority to the STATE Tollway Authority; to repeal conflicting laws; and for other purposes." In response to the requirements of said Act and the announced intentions of the Authority to proceed with the planning of Tollway Projects in such a manner as to afford the public the benefits of Federal Aid policies and procedures; this Policy and Procedure Manual has been prepared.

It is intended that this Manual will serve as the procedural guide for the Authority and their representatives through all phases of the planning process for the Tollway projects. A supplemental Policy and Procedure Manual will be prepared to guide the development of the projects through the right-of-way acquisition, relocation assistance, construction and operation phases. This supplemental manual is also intended to insure that the public is afforded the full protection of all Federal procedures that would apply to a Federal Aid Highway project.

In the preparation of the Policy and Procedure Manual, appropriate requirements of Federal Law and Federal Highway Administration Policy and Procedure Memorandums were incorporated. These include, but were not limited to, Public Laws 89-670, 90-495 and 91-190 along with PPM's 20-8 and 90-1. The criteria relative to the planning process as set forth herein is in general concert with Proposed Guidelines of the Department of Transportation to become effective October 1, 1973 (As published in the April 26, 1972 Federal Register—Vol. 37, No. 81, page 8398). All requirements of the Tollway Authority Act are also included herein.

To insure that this Policy and Procedure Manual is responsive to all current legislation and trends relative to the planning process, the Authority will periodically update this document in the form of addendums thereto. Although it is the declared intent of the Authority to follow Federal guidelines to the maximum extent practicable, it is not intended that new requirements be made retroactive if the planning process has already passed the milestone at which point such revised requirements would apply.

# STATE TOLLWAY AUTHORITY

## Policy and Procedure Manual

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## 1. PURPOSE

- a. To insure that tollway locations and designs reflect and are consistent with local, state and federal goals and objectives as defined in the National Environmental Policy Act of 1969, adopted January 1, 1970.
- b. To insure that the human environment is carefully considered and national environmental goals are met when developing the tollway system.

## 2. AUTHORITY

This Policy and Procedure Manual is issued under authority of the State Tollway Authority Act, Number 861 (S.B. No. 569).

## 3. DEFINITIONS

### a. Corridor (Location) Public Hearing:

A "corridor public hearing" is a public hearing that:

- (1) Is held before the route location is approved and before the State Tollway Authority is committed to a specific proposal.
- (2) Is held to insure that an opportunity is afforded for effective participation by interested persons in the process of determining the location of a particular toll road.
- (3) Provides a public forum that affords an opportunity for presenting views on each of the proposed alternative tollway locations, and the social, economic, and environmental effects of those alternate locations.

### b. Highway Design Public Hearing:

A "highway design public hearing" is a public hearing that:

- (1) Is held after the route location has been approved, but before the State Tollway Authority is committed to a specific design proposal.

- (2) Is held to insure that an opportunity is afforded for effective participation by interested persons in the process of determining the major design features of a particular tollway.
- (3) Provides a public forum of a particular tollway; and for presenting views on major highway design features, including the social, economic, and environmental effects of alternate designs.

c. **Social, Economic and Environmental Effects:**

The "social, economic and environmental effects" are the direct and indirect benefits or losses to the community and to highway users. They include all such effects that are relevant and applicable to the particular location or design under consideration.

d. **Tollway Section:**

A "tollway section" is a substantial length of highway between logical termini (major crossroads, population centers, major traffic generators, or similar major highway control elements) as normally included in a single location study.

e. **Environmental Analysis:**

An "environmental analysis" is a written report containing an assessment of the anticipated significant beneficial and detrimental effects which the Authority decision may have upon the quality of the human environment for the purpose of:

- (1) Assuring that careful attention is given to environmental matters.
- (2) Providing a vehicle for implementing all applicable environmental requirements.
- (3) Insuring that the environmental impact is taken into account in the Authority decision.

f. **State Tollway Authority:**

The "State Tollway Authority" is the agency with the responsibility for initiating and carrying forward the planning, design, and construction of the tollways, as defined in the Tollway Authority Act. The "State Tollway Authority" is referred to herein as the "Authority". With respect to the implementation of the requirements of this manual, the term Authority includes their authorized representatives (Department of Transportation, Consultants, etc.).

g. **Human Environment:**

The "human environment" is the aggregate of all external conditions and influences (aesthetic, ecological, biological, cultural, social, economic, historical, etc.) that affect human life.

h. **4(f) Analysis:**

A "4(f) analysis" is an analysis of the effect a proposed Authority action would have on a public park, recreation area, or wildlife and waterfowl refuge of National, State or Local significance as determined by appropriate officials or any land from a historic site of National, State or Local significance as determined by such officials.

#### 4. **POLICY**

It is the policy of the Authority to improve the relationship between man and his environment and to make special effort to preserve the natural beauty of the countryside, and public park and recreational lands, wildlife and waterfowl refuges, and historic sites. It is also the Authority policy to consult with appropriate Federal, State and local agencies; assess in detail the potential environmental impact in order that adverse effects are avoided and environmental quality is, to the fullest extent practicable, restored or enhanced, and utilize a systematic, interdisciplinary approach which will insure the integrated use of the natural and social sciences and the environmental design arts in planning and decision making which may have an impact on man's environment. The environmental assessments will include the broad range of both beneficial and detrimental effects.

## 5. APPLICATION

This Policy and Procedure Manual applies to all highways and related facilities authorized by the Authority.

On transportation facilities which have a previous planning history as a State or Federal aid project, the milestone (as of the date of authorization by the Authority) which has been achieved in the planning process will be determined and documented. The requirements of this manual will apply only to the remaining portion of the planning process after the Authority has approved the current status of such project. A summary of the status of all such projects undertaken by the Authority with appropriate documentation shall be kept on file at the Authority's office. It is not intended that requirements of this manual be made retroactive if the status of any given project authorized by the Authority has already passed the stage of the planning process at which such requirements would apply.

## 6. COORDINATION

The Authority shall solicit the views of the state's resources, recreation, and planning agencies and of those federal agencies and local public officials and agencies, and public advisory groups which the Authority knows or believes might be interested in or affected by the tollway.

## 7. PUBLIC HEARING REQUIREMENTS

Both a corridor public hearing and a design public hearing must be held. With respect to former federal aid projects on which a location hearing has been held and the highway location approved by the Federal Highway Administration (formerly the Bureau of Public Roads), only a design public hearing need be held.



## 8. PUBLIC HEARING PROCEDURES

### a. Notice of Public Hearing:

- (1) When a public hearing is to be held, a notice of public hearing shall be published at least twice in a newspaper having general circulation in the vicinity of the proposed tollway. The notice should also be published in any newspaper having a substantial circulation in the area concerned; such as local community newspapers. The first of the required publications shall be from thirty to forty days before the date of the hearing, and the second shall be from five to twelve days before the date of the hearing. The timing of additional publications, if any, is optional.
- (2) In addition to publishing a formal notice of public hearing, the Authority shall mail copies of the notice to appropriate news media and the state's resource, recreation, and planning agencies. The Authority shall also mail copies to local public officials, public advisory groups and agencies who have requested notice of hearing, and other groups or agencies who have requested notice of hearing and other groups or agencies who, by nature of their function, interest, or responsibility the Authority knows or believes might be interested in or affected by the tollway.
- (3) Each notice of public hearing shall specify the date, time, and place of the hearing and shall contain a description of the project.
- (4) A notice of highway design public hearing shall indicate that tentative schedules for right-of-way acquisition and construction will be discussed.
- (5) Notices of public hearing shall also indicate that relocation assistance programs will be explained.

### b. Conduct of Public Hearing:

- (1) Public hearings are to be held at a place and time generally convenient for persons affected by the proposed undertaking.

- (2) Provision shall be made for submission of written statements and other exhibits in place of, or in addition to, oral statements at a public hearing. The procedure for the submissions shall be described in the notice of public hearing and at the public hearing. The final date for receipt of such statements or exhibits shall be at least 10 days after the public hearing.
- (3) At each required corridor public hearing, pertinent information about location alternatives considered by the Authority shall be made available. At each required highway design public hearing, information about design alternatives considered by the Authority shall be made available.
- (4) The Authority shall make suitable arrangements for responsible Authority representatives to be present at public hearings to conduct the hearings and to respond to questions which may arise.
- (5) The Authority shall explain the relocation assistance program and relocation assistance payments and services available.
- (6) At each public hearing the Authority shall announce or otherwise explain that, at any time after the hearing and before the location or design approval related to that hearing, all information developed in support of the proposed location or design will be available upon request, for public inspection and copying.

c. **Transcript:**

- (1) The Authority shall make a verbatim written transcript of the oral proceedings at each public hearing. It shall submit a copy of the transcript to the Governor's office and such other persons as he may designate within a reasonable period after the public hearing, together with:
  - (a) Copies of, or reference to, or photographs of each statement or exhibit used or filed in connection with a public hearing.
  - (b) Copies of, or reference to, all information made available to the public before the public hearing.

- (2) The Authority shall make copies of the materials described in subparagraph 8.c.(1) available for public inspection and copying not later than the date the transcript is submitted to the Governor's office.

## 9. ENVIRONMENTAL ANALYSIS REQUIREMENTS

An environmental analysis and a 4(f) analysis as may be appropriate shall be prepared and processed in accordance with Section 11 of this manual for each Tollway project.

A tollway project involving a historic site included in the National Register of Historic Places shall be coordinated with the State Liaison Officer for Historic Preservation and representatives of the Office of Archeology and Preservation of the National Park Service, Department of the Interior as set forth in Section 12 of this manual.

## 10. ENVIRONMENTAL ANALYSIS PROCEDURES

The tollway section included in an environmental analysis should be as long as practicable to permit consideration of environmental matters on a broad scope. Piecemeal proposed tollways in separate environmental analysis should be avoided. If possible, the tollway section should be of such substantial length that would normally be included in a multi-year highway improvement program.

- a. Environmental impact analysis and 4(f) analysis, shall be prepared by the Authority and circulated for comment. The environmental analysis should be prepared utilizing a systematic, interdisciplinary approach which will insure that environmental impacts are described in detail.
- b. The environmental analysis, supplemented by the necessary 4(f) information, when required, is to be circulated by the Authority to the appropriate agencies, (see Appendix) for comment, and made available to the public not later than the first required notice of location public hearing (30 to 40 days before date of hearing). The comments as received from other agencies are to be made available at the Authority's office for public review and copying. The Authority shall request a determination of significance from the appropriate agencies on 4(f) lands

and include the letter requesting such determination and the determination, if received, as exhibits in the 4(f) analysis. An additional location or design public hearing will not be required for the sole purpose of presenting and receiving comments on the environmental analysis for those projects which were processed in accordance with FHWA procedures in effect at the time.

- c. The Authority shall announce the availability of and briefly explain the environmental analysis in its presentation at the location public hearing (or at the highway design hearing when the environmental analysis is prepared and circulated in conjunction with design studies).
- d. The Authority may establish a date not less than 30 days from the date of transmittal, plus a normal time for mail to reach and be returned from the recipient, for return of the comments on the environmental analysis. If an agency does not respond by the indicated date, the Authority may assume the agency had no comments. The Authority should endeavor to grant requests for a time extension of up to 15 days for return of comments unless a 45 day review period, plus mailing time, was originally established.
- e. The environmental analysis shall be available for review by the public at the Authority offices, the state, regional, and metropolitan clearinghouses; and at the appropriate public hearings. The Authority may charge non-governmental individuals and organizations for copies of environmental analysis reports in accordance with established fee schedules.
- f. Similar procedures apply to tollway sections which have received location approval from the FHWA but did not have design approval before March 10, 1972. In such instances the environmental analysis and 4(f) analysis shall be prepared and processed during the design studies. The environmental analysis for such tollway sections shall be furnished to the Governor's office before or with the request for design approval. If the design public hearing was held prior to the issuance of this manual, an additional design public hearing will not be required for the sole purpose of presenting and receiving comments on the environmental analysis. All other requirements for circulation for comment and availability to the public will apply.

- g. The Authority shall incorporate comments received as a result of the circulation of the environmental analysis and 4(f) analysis and the disposition of such comments following the format in Section 11. The environmental analysis submitted to the Governor's office for approval shall include a copy of the transcript of the public hearing and written comments received as a result of the circulation of the environmental analysis and 4(f) analysis.
- h. Review and acceptance of the environmental analysis shall be the responsibility of the Governor. The Governor shall indicate his acceptance by signature thereon, and forward five (5) signed copies of the environmental analysis report to the Authority.
- i. The Authority shall be responsible for:
  - (1) Insuring that a copy of the approved environmental analysis report is available for public inspection and copying at the Authority offices and the appropriate state, regional, and metropolitan clearinghouses.
  - (2) Assuring that the following time limitations have expired prior to the Governor's approval of the location (or design if the location was previously approved).
    - (a) Sixty (60) days have expired since the environmental analysis was circulated for comment, and made available to the public as described in paragraph e. of this Section.

## 11. ENVIRONMENTAL ANALYSIS CONTENTS AND FORMAT

- a. The following sections, as a minimum, are to be included in the environmental analysis reports (or complementary engineering reports) and the 4(f) analysis.
  - (1) A description of the proposed highway improvement and its surroundings:  
The description should include the following type information: type of facility; length; termini; basic traffic data, including trips for the design

year; right-of-way requirements; lengths on existing and new location; major design features such as number of lanes, access control, location of bridges and interchanges, etc.; a general description of the surrounding terrain, existing land use and proposed land use (a map preferable), and other existing environmental features; existing highway facilities including their deficiencies; the need for the proposal; the benefits to the state, region, and community; an estimate of when the proposal will be constructed; and the current status of the proposal with a brief historical resume. Inventory of economic factors such as employment, taxes, property values, etc., should be included as appropriate. The description should also include any involvement with 4(f) land. A vicinity map(s) shall be furnished which will show the proposed highway section and its relationship to surrounding natural and cultural features such as towns, lakes, streams, mountains, historic sites, landmarks, institutions, developed areas, principal roads and highways and similar features that are pertinent to a highway study. Detailed maps, sketches, pictures, and other visual exhibits should be used to show specific environmental involvement as necessary. Maps and layouts of the proposed highway/4(f) land involvement should be sufficiently detailed to give a layman reviewer a reasonable understanding of the tollway impact and proposed measures to minimize harm.

- (2) The probable impact of the proposed development or improvement:  
The evaluation and discussion should specifically emphasize significant beneficial and detrimental environmental consequences upon the state or region or community, as appropriate, of building a new tollway into or through an area, or modernizing the existing highway by upgrading and/or relocation.
  - (a) This section, for instance, would discuss and evaluate the broad impacts on the area or region such as the problems relating to anticipated increase in urbanization or the probable impact of displacing people (if these are significant elements of the highway proposal).

Efforts to minimize impact should also be discussed in broad terms. For example, measures necessary to insure proper rehousing should be discussed rather than evaluating a specific number of people displaced by different alternatives. The significant environmental impacts of alternate locations and, as appropriate, alternate designs including a "no project" alternative is a proper subject for discussion.

- (b) Impacts upon the narrow band (i.e., about 1,000 feet) adjacent to the highway may be included when significant to the whole of the region or community.
  
- (3) Any probable adverse environmental effects which cannot be avoided should the proposal be implemented such as water or air pollution, effect upon 4(f) land, damage to life systems, urban congestion threats to health or other consequences adverse to the environment. Adverse effects should include those which cannot be reduced in severity and those which can be reduced (but not eliminated) to an acceptable level unless the reduction is a result of a different location in which case it should be included in the discussion of alternatives.
  
- (4) Alternatives: The locations and/or designs studied in detail by the Authority are to be described (narratively, with maps and other visual aids, as necessary) and the probable beneficial and/or adverse effects of each alternate (including a "no project" alternative) identified to the extent practicable consistent with the scale of the proposed highway improvement and significance of the impact. The exploration of alternatives should include an objective evaluation and analysis of estimated costs (social and transportation), engineering factors, transportation requirements, and environmental consequences. The description of alternatives will include information, as appropriate, similar to that suggested in paragraph a(1) of this section. The discussion of environmental impacts will include more detailed impacts for each alternative than the broad environmental consequences for the corridor identified in paragraphs a(2) and a(3) of this section. The environmental analysis should indicate that all alternatives are under consideration and that a specific alternative will be selected by the Authority following the public hearing.

- (5) The relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity: The short-term uses should be evaluated (construction, changes in traffic patterns, the taking of natural features such as trees, etc., and man-made features such as homes, churches, etc.) as compared to the long-term effects (foreseen changes in land use resulting from the highway improvements or other similarly related items that may either limit or expand land use, affect water, air, wildlife, etc., and other environmental factors.)
- (6) Any irreversible and irretrievable commitments of resources which would be involved in the proposed action should it be implemented: Highways require use of natural resources such as forest or agricultural land, however, these are generally not in sufficient quantity to be significant. The improved access and transportation afforded by a highway may generate other related actions that could reach major proportion and which would be difficult to rescind. An example would be a highway improvement which provides access to a nonaccessible area, acting as a catalyst for industrial, commercial, or residential development of the area.
- (7) Where unavoidable adverse environmental effects are encountered, planning and measures taken and proposed to minimize harm should be identified: These include procedural and standard measures which are required by standard specifications or standard operating procedures such as erosion control, stream pollution prevention, borrow pit screening or rehabilitation, fencing, relocation of people and businesses, land acquisition procedures, joint development, etc. Measures unique to a specific project should be discussed in detail. Examples of such would be depressing an urban highway to minimize audio and visual effects, providing buffer zones for esthetic purposes, replacement of parklands, etc.
- (8) All comments received as a result of the circulation of the environmental analysis (including environmental comments contained in the public hearing transcript) along with a discussion of these comments and suggestions, shall be incorporated in the environmental report submitted to the Governor's office for approval. The Authority shall describe its disposition of the comments and suggestions (e.g., revisions to the proposed



development or improvement to overcome anticipated problems or objections; reasons why specific comments and suggestions could not be accepted; factors of overriding importance prohibiting the incorporation of suggestions, etc.) in an appropriate format. This discussion may be added at the end of the review process.

- (9) Measures to minimize harm to 4(f) lands should be included under separate paragraph(s) or reports.
- b. The following information, when pertinent and available, should be included in the 4(f) analysis.
- (1) The description of the project shall include information about the 4(f) land in sufficient detail to permit those not acquainted with the project to have an understanding of the relationship of the highway and park and the extent of the impact, such as:
    - (a) Size (acres or square feet) and location (maps or other exhibits such as photographs, slides, sketches, etc., as appropriate).
    - (b) Type (Recreation, historic, etc.).
    - (c) Available activities (fishing, swimming, golf, etc.).
    - (d) Facilities existing and planned (description and location of ball diamonds, tennis courts, etc.).
    - (e) Usage (approximate number of users for each activity if such figures are available).
    - (f) Patronage (local, regional, and national).
    - (g) Relationship to other similarly used lands in the vicinity.

- (h) Access (both pedestrian and vehicular).
  - (i) Ownership (city, county, state, etc.).
  - (j) If applicable, deed restrictions or reversionary clauses.
  - (k) The determination of significance by the federal, state, or local officials having jurisdiction of the 4(f) land.
  - (l) Unusual characteristics of the 4(f) land (flooding problems, terrain conditions, or other features that either reduce or enhance the value of portions of the area).
  - (m) Consistency of location, type of activity, and use of the 4(f) land with community goals, objectives, and land use planning.
  - (n) If applicable, prior use of state or federal funds for acquisition or development of the 4(f) land.
- (2) A description of the manner in which the tollway will affect the 4(f) land (include within paragraph a(3) of this section) such as:
- (a) The location and amount of land (acres or square feet) to be used by the tollway.
  - (b) A detailed map or drawing of sufficient scale to discern the essential elements of the tollway/4(f) land involvement.
  - (c) The facilities affected.
  - (d) The probable increase or decrease in physical effects on the 4(f) land users.
  - (e) The effect upon pedestrian and vehicular access to the 4(f) land.

- (3) A specific statement (with supporting reasons) that there is no feasible and prudent alternative. (Include in discussion of alternatives, paragraph a(4) of this section). The advantages of adopting a specific alternate with compensating land for any 4(f) land to be taken should be considered in evaluating feasible and prudent alternatives.
- (4) Information to demonstrate that all possible planning to minimize harm is or will be included in the tollway proposal. (See paragraph a(3) of this section). Such information should include:
  - (a) Provisions for compensating or replacing the 4(f) land and improvements thereon, including the status of any agreements. (Include agreed upon compensation, replacement acreages, and type land, etc., when known.)
  - (b) Tollway design features developed to enhance the 4(f) land or to lessen or eliminate adverse effects (improving or restoring existing pedestrian or vehicular access, landscaping, esthetic treatment, etc.).
  - (c) Coordination of tollway construction to permit orderly transition and continual usage of 4(f) land facilities (new facilities constructed and available for use prior to demolishing existing facilities, moving of facilities during off-season, etc.).
- (5) Evidence that the appropriate provisions of federal and state law have been satisfied when National Register Properties are involved.

## 12. PROCEDURES ON HISTORIC PRESERVATION

- a. All proposed tollway sections shall be developed with consideration to affected districts, sites, buildings, structures, or objects that are included in the National Register for Historic Preservation. Procedures for compliance shall be as implemented by the Advisory Council on Historic Preservation, and the National Park Service Department of the Interior, as follows:

(1) During the planning stage of a tollway project the Authority will, to the extent practicable, follow these steps:

(a) Consult with National Register of Historic Places to determine if a National Register property is involved in the undertaking. The National Register is maintained by the Office of Archeology and Historic Preservation, National Park Service, and monthly addenda are published in the FEDERAL REGISTER.

(b) Apply the "Criteria for Effect." If there is no effect, no further consideration is required.

1 Criteria for Effect

a A tollway shall be considered to have an effect on a National Register listing (districts, sites, buildings, structures, and objects, including their settings) when any condition of the construction creates a change in the quality of the historical, architectural, archeological, or cultural character that qualified the property under the National Register.

b Generally, adverse effect occurs under conditions which include, but are not limited to:

(1) Destruction or alteration of all or part of a property.

(2) Isolation from or alteration of its surrounding environment.

(3) Introduction of visual, audible, or atmospheric elements that are out of character with the property and its setting.

c If there is an effect, the Authority in consultation with the State Liaison Officer for Historical Preservation shall:

- (1) Determine if the effect is adverse.
- (2) Upon finding an adverse effect, select a prudent and feasible alternative to remove the adverse effect.
- (3) Failing to find an alternative, recommend all possible planning to minimize the adverse effect.

- b. The procedures call for applying the "Criteria for Effect" to determine whether a proposed tollway section will have an effect on a historic place. This determination of effect should be made by the Authority in consultation with the State Liaison Officer. \*The State Liaison Officer should act as liaison between the Authority and the Office of Archeology and Preservation of the National Park Service when this is necessary. If there is documented agreement that a project will not have an effect on the National Register Historic Site, no further review is required. However, if the tollway section uses land from a historic site, a 4(f) analysis will be required.
- c. If there is a finding of adverse effect, the proposed tollway section is to be processed in accordance with the procedures outlined herein.

### 13. LOCATION AND DESIGN APPROVAL

- a. This section applies to all requests for location or design approval of the tollways covered by this Policy and Procedure Manual.
- b. Each request by the Authority for approval of a route location or tollway design must include appropriate documentation containing the following:
  - (1) Descriptions of the alternatives considered and a discussion of the anticipated social, economic, and environmental effects of the alternatives, pointing out the significant differences and the reasons supporting the

\* *State Liaison Officers are appointed by the Governors to be responsible for State Activities under the National Historic Preservation Act.*

proposed location or design. In addition, the documentation must include an analysis of the relative consistency of the alternatives with the goal and objectives of any urban plan that has been adopted by the community concerned.

- (a) Location documentation must describe the termini, the general type of facility, the nature of the service which the highway is intended to provide, and other major features of the alternatives.
  - (b) Design documentation must describe essential elements such as design standards, number of traffic lanes, access control features, general horizontal and vertical alignment, right-of-way requirements and location of bridges, interchanges and other structures.
- (2) Appropriate maps or drawings of the location or design for which approval is requested.
  - (3) A summary and analysis of the views received concerning the proposed undertaking.
  - (4) A list of any prior studies relevant to the undertaking.
- c. At the time the Authority requests approval under this paragraph, it shall publish in appropriate newspapers a notice describing the location or design, or both, for which it is requesting approval. The notice shall include a narrative description of the location or design. Where practicable, the inclusion of a map or sketch of that location or design is desirable. In any event, the publication shall state that such maps or sketches as well as all other information submitted in support of the request for approval is publicly available at a convenient location.
  - d. Documentation should include the following items:
    - (1) Location Stage
      - (a) Preliminary Engineering Statement

- (b) Preliminary Traffic and Revenue Report
  - (c) Environmental Impact Analysis
  - (d) 4(f) Analysis
  - (e) Community Impact Study or Socio-Economic Analysis
- (2) Design Stage
- (a) Civil Engineering Report
  - (b) Final Traffic and Revenue Report
  - (c) Environmental Impact Analysis (Including disposition of comments)
  - (d) 4(f) Analysis (Including disposition of comments)
- e. The following requirements apply to the processing of requests for tollway location or tollway design approval:
- (1) Location Approval - The Governor may approve a route location and authorize design engineering only after the following requirements are met:
    - (a) The Authority has requested route location approval.
    - (b) Corridor public hearings required by this manual have been held.
    - (c) The Authority has submitted certified public hearing transcripts as prescribed by this manual.
    - (d) The requirements of this manual and of other applicable laws and regulations have been met.

- (2) Design Approval - The Governor may approve the tollway design and authorize right-of-way acquisition, approve right-of-way plans, approve construction plans, specifications, and estimates, or authorize construction, only after the following requirements have been met.
  - (a) The route location has been approved.
  - (b) The Authority has requested tollway design approval.
  - (c) Tollway design public hearings required by this manual have been held.
  - (d) The Authority has submitted certified public hearing transcripts as prescribed by this manual.
  - (e) The requirements of this manual and of other applicable laws and regulations have been met.
  - (f) The Governor may in hardship cases and other appropriate instances authorize the acquisition of right-of-way before a design hearing.

#### 14. PUBLICATION OF APPROVAL

The Authority shall publish notice of the action taken by the Governor on each request for approval of a tollway location or design, or both, in appropriate newspapers, within ten (10) days after receiving notice of that action. The notice shall include a narrative description of the location and/or design, as approved. Where practicable, the inclusion of a map or sketch of that location or design is desirable. In any event, the publication shall state that such maps or sketches as well as all other information concerning the approval is publicly available at a convenient location.

#### 15. SCOPE

It is the declared intention and purpose of this Policy and Procedure Manual that all requirements which are included in the National Environmental Policy Act of 1969 and the FHWA Policy and Procedure Memorandum 90-1 implementing said act and the FHWA Policy and Procedure Memorandum 20-8 relating to Public Hearings and Location Approval which are deemed by the Authority to be applicable and appropriate, be followed in the development of Tollway projects.



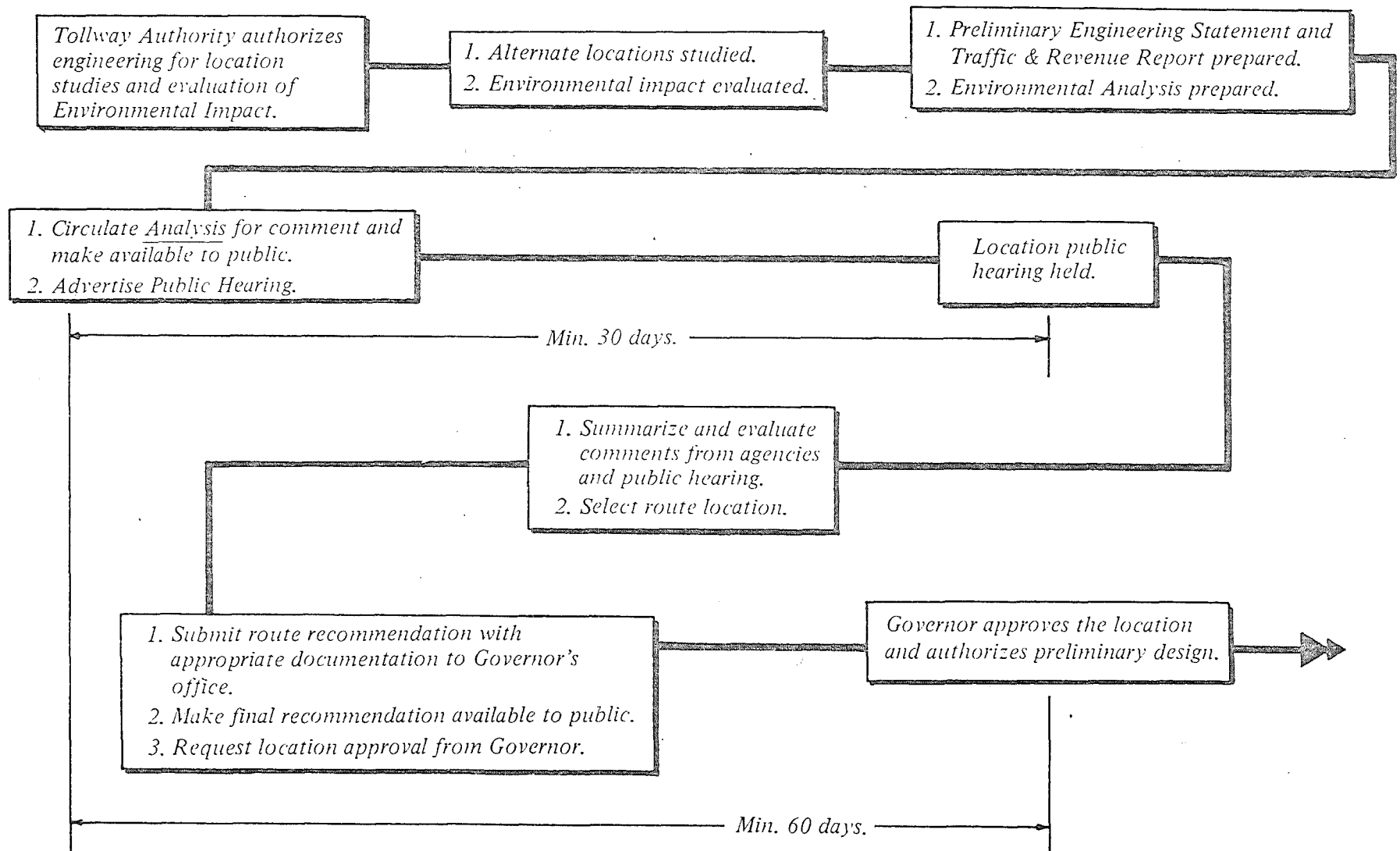
APPENDIX

DISTRIBUTION LIST FOR ENVIRONMENTAL AND  
COMMUNITY IMPACT ANALYSIS AND SECTION 4(f) STATEMENT

	No. Copies
1. State Clearinghouse	10
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(c) U. S. Department of Agriculture (Washington, D. C.) Regional Forrester (Atlanta, Georgia)	1 1
(d) Environmental Protection Agency, Regional Director (Atlanta, Georgia)	4
(e) U. S. Department of Health, Education and Welfare (HEW) (Washington, D. C.)	1
(f) U. S. Army Engineer (Mobile District)	5
(g) U. S. Department of Commerce (Washington, D. C.)	1
(h) Division Engineer, FHWA (Atlanta, Georgia)	4
5. Appropriate Local Governmental Agencies	*

\* *As required.*

# LOCATION STAGE FLOW CHART



# DESIGN STAGE FLOW CHART

