

SAMPLE ENVIRONMENTAL ASSESSMENT PROCESS & FILE CHECKLIST

(For projects NOT requiring preparation of
an Environmental Impact Statement)

1. Project description data provided including street address if applicable? _____
2. Existing environmental conditions and trends described? _____
3. Clearinghouse review requirements met? _____
4. Was project compared with applicable plans? _____
5. Was project compared with applicable standards? _____
6. Were physical factors affecting the project assessed? _____
7. Were service delivery factors affecting the project assessed? _____
8. Were project impacts on physical factors assessed? _____
9. Were project impacts on service delivery factors assessed? _____
10. Were project impacts on special factors (particularly historic properties) assessed? _____
11. Were both beneficial and adverse project impacts identified and discussed? _____
12. Were mitigating measures for adverse project impacts identified and discussed? _____
13. Were project alternatives identified (including the no action alternative) and reasons cited for rejecting alternatives? _____
14. Were conditions and safeguards for the project identified and discussed? _____
15. Notice of Finding of No Significant Impact on the Environment published? _____
16. Notice of Intent to Request Release of Funds published? _____
17. Request for approval of Evidentiary Materials and Release of Funds Made? _____