



CFX Project Development & Environment Study Documentation Guidance

Central Florida Expressway Authority Environmental Stewardship Goal Statement

The goal of the Central Florida Expressway Authority (CFX) is to protect and preserve the natural environment, as well as the physical, social, and cultural resources of the State through conservation and sustainable practices, while expeditiously developing a safe, cost effective, and efficient limited-access expressway system that enhances the regional mobility network.

CFX's environmental programs, procedures, and guidelines will promote and preserve Florida's environmental quality, community values, and economic prosperity in support of implementing CFX's programs and projects.

Utilizing the Florida Department of Transportation's (FDOT) Project Development & Environment (PD&E) Manual as a guide, CFX will develop and implement environmental processes and procedures consistent with applicable environmental laws and regulations, and will coordinate and provide the opportunity for input from federal, state, and local environmental resource and regulatory agencies, non-governmental organizations, and the public to assist CFX in achieving its mission.

This goal will be accomplished in the planning, development, implementation, and maintenance phases of projects by balancing environmental considerations with transportation needs through avoidance of, minimization of, and mitigation for environmental impacts.

CFX Mission

To build, operate and maintain a mobility network through accountability, fiscally sound practices and a community focus.

CFX Vision

To provide the region with a world-class, integrated mobility network that drives economic prosperity and quality of life.



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Attachments

Non-Major Action Checklist
Level 1 PEIR
Level 2 PEIR
Project Re-Evaluation Document

Abbreviations

CFX – Central Florida Expressway Authority
FDEP – Florida Department of Environmental Protection
FDOT – Florida Department of Transportation
FHWA – Federal Highway Administration
NEPA – National Environmental Policy Act
NMA – Non-Major Action Checklist
PD&E – Project Development & Environment
PEIR – Project Environmental Impact Report
PER – Preliminary Engineering Report
T&E – Threatened and Endangered
USCG – United States Coast Guard
USACE – United States Army Corps of Engineers
WMD – Water Management District

References

FDOT PD&E Manual
The 2020 Florida Statutes - Section 339.155(5)(b)



1.0 Purpose of Guidance

This guidance is meant for use by Central Florida Expressway Authority (CFX) Project Managers, environmental staff, and environmental practitioners who conduct work on behalf of CFX. The intent of this procedure is to create a more defined, but expanded, documentation classification structure for projects in lieu of FDOT's two-level classification. This procedure proposes a three-level classification consisting of: Non-Major Action Checklist; Level 1 Project Environmental Impact Report (PEIR); and Level 2 PEIR. Project re-evaluations are also addressed and discussed below. The three classification levels are designed to better distinguish straight forward, low-impact projects from more complex, higher-impact projects that require more in-depth analysis, agency coordination, and a longer project schedule.

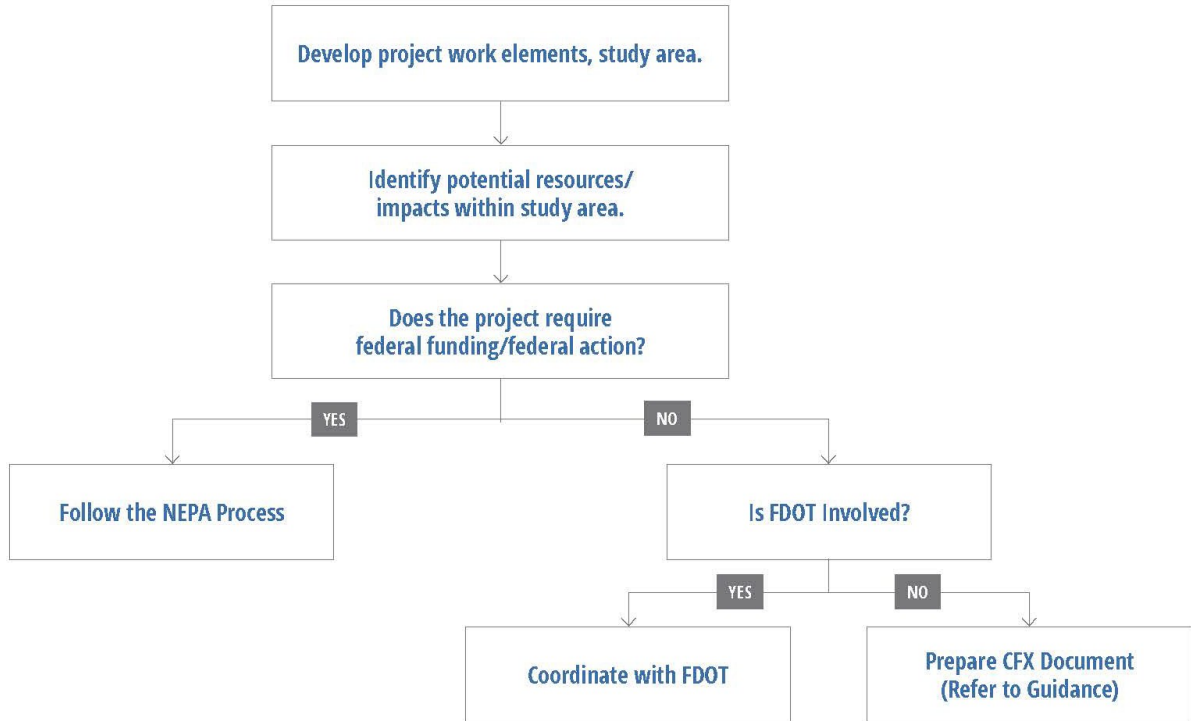
The process outlined herein is CFX's procedure for complying with applicable federal and state laws and regulations and, for specific projects and/or partnerships, the *National Environmental Policy Act (NEPA) of 1969, Title 42 United States Code (U.S.C.) § 4321, et seq.* This guidance provides project managers a framework for the consistent development of analysis, technical studies, environmental documents, and re-evaluations for transportation projects (collectively known as PD&E studies) to achieve compliance with federal and state laws, regulations, and requirements. Except where identified below, CFX's processes will adhere to the most-current FDOT PD&E Manual, and all documentation will be prepared for compliance with applicable federal and state laws and regulations.

2.0 Project Process Determination

In most instances, the CFX Project Manager will determine the project process before each project begins and will communicate the expected level of analysis and documentation to the document preparers. Projects that receive federal funding (generally partnership projects) or require federal action should follow the NEPA process, including environmental analyses, public involvement, and documentation. For projects that are not federally funded but involve the FDOT, the CFX Project Manager should coordinate with FDOT and follow the FDOT's PD&E process manual as appropriate. FDOT involvement could include, but is not limited to, the following: CFX projects that connect directly to a FDOT facility, a project footprint within the FDOT's existing right-of-way, or other FDOT permitting requirements.

This process is illustrated in the following flowchart:

MINIMUM REQUIREMENTS FRAMEWORK



3.0 Process / Documentation Requirements

The following guidance is to be followed for those projects that are wholly CFX funded and do not require FDOT involvement.

The environmental documentation required depends upon both the scope of the project and the anticipated impacts to natural and cultural resources, along with the expected right-of-way impacts and the anticipated level of public involvement needed. Table 1 presents a list of example, but not complete, projects to guide the decision-making process in project environmental documentation requirements. The CFX Project Manager will ascertain on a project-by-project basis the degree of each screening criteria and determine the appropriate documentation based on the anticipated impacts.

Table 1: Environmental Documentation Requirements for CFX-Funded Projects

Example Projects	Right of Way Acquisition Required	Public Involvement Required	T&E Species Impacts Anticipated	Type of Document to Prepare	Typical Duration	Signature Authority
Modification of existing pond	None	<p>Not Generally Required</p> <p>However, if PM determines that a sensitive community issue exists that requires a public meeting, elevate the project to a Level 1 PEIR</p>	None	<p>Non-Major Action Checklist</p>	1 to 2 Months	<p>Include all three:</p> <ol style="list-style-type: none"> 1. CFX GEC Document Preparer 2. Director of Engineering 3. Chief of Infrastructure
Service of/maintenance to utility installations such as fiber optic, water, etc.						
Landscaping						
Installation of fencing, signs, pavement markings, traffic signals, ITS device, DMS/VMS where no substantial land acquisition or traffic disruption will occur						
Deployment of electronics to improve efficiency or safety of a surface transportation system or to enhance security or passenger convenience (e.g., wrong way detectors)						
Highway safety or traffic operations improvement projects, including the installation of ramp metering control devices and lighting						
Milling and Resurfacing - if no Threatened & Endangered (T&E) Species impacts anticipated						

Table 1: Environmental Documentation Requirements for CFX-Funded Projects

Example Projects	Right of Way Acquisition Required	Public Involvement Required	T&E Species Impacts Anticipated	Type of Document to Prepare	Typical Duration	Signature Authority
Expansion of existing pond	Minor (for some projects none)	Yes. Public Meeting(s)	Minor	Level 1 PEIR	3 to 6 Months	Include all three: 1. Consultant Document Preparer 2. Director of Engineering 3. Chief of Infrastructure
Ramp Widening						
Milling and Resurfacing - if minor Threatened & Endangered (T&E) Species impacts anticipated						
Mainline Widening - with minor R/W impacts						
New Interchange - with minor R/W impacts						
Interchange Modification - with minor R/W impacts						
Mainline Widening	Major	Yes. Public Meeting(s) and Public Hearing	Major	Level 2 PEIR	9 to 18 months	Include all three: 1. Consultant Document Preparer 2. Chief of Infrastructure 3. CFX Executive Director
New Interchange						
Interchange Modification						
New Alignment						

Project Re-Evaluations

Project re-evaluations are to be developed in the event a project document has been previously approved (signed). Re-evaluations are required once the original approved project document is over one year old with no advancement to the design phase. Re-evaluations are also required if there are design changes that alter the expected level of impact (even if the change is minor), or there are changes in permitting requirements, policies, or procedures that require documentation.

4.0 Completing CFX Environmental Documents

Most sections of each environmental document form consist of standard project information (e.g., project name / project description) and statements of facts (e.g., public meeting date). The following guidance is provided to assist the document preparer in completing each form and



identifying the necessary background documents required for each report. In addition, the CFX processes will adhere to the FDOT PD&E Manual, and all documentation should reference the most-current FDOT PD&E Manual and shall be prepared in compliance with applicable federal and state laws and regulations.

4.1 Completing the Non-Major Action Checklist

Sections 1 and 2 include general information and the project description.

Section 3 – Evaluation

This section provides a checklist to evaluate the potential impacts of the project. If any item is marked “Yes,” then CFX must determine whether additional evaluation or a Level 1 PEIR will be necessary. Consideration should be given to potential permitting requirements and regulatory coordination needs. If all answers are “No,” and the project type is not defined in Section 339.155(5)(b), Florida Statutes as a major transportation improvement, the project is considered a Non-Major Action (NMA). The NMA Checklist form is signed by the appropriate designees and filed in the project file.

4.2 Completing the Level 1 and 2 PEIR Forms

While the implementation of the Level 1 PEIR and Level 2 PEIR are, respectively, designed to better separate straight forward, low-impact projects from more complex, higher-impact projects that require more in-depth analysis, agency coordination, and a longer project schedule, the completion of each form is generally similar. Section 1 of the PEIR Forms includes the project description and purpose and need. The following considerations should be followed when completing subsequent sections of the Level 1 and 2 PEIR forms.

Section 2 – Environmental Analysis

Consider the following when completing the form:

- If the impact is substantial, mark the “Yes” column with an “X”.
- If the impact is not substantial, mark the “No” column with an “X”.
 - “No substantial impacts” means the issue/resource is present and considered as potentially involved with the project. The project impact may range from none to substantial. The form should include a reference to the attachment containing supporting information.
- If the impact is enhanced, mark the “Enhance” column with an “X”.
 - “Enhance” means the project has improvements or benefits to the issue/resource. The form should include a reference to the attachment containing supporting information.
- If the issue/resource is not involved, mark the “No Inv” column with an “X”.
 - “No involvement” means the environmental issue/resource in question is not part of or in any way involved with the project. If an issue/resource is marked “No Inv”, no supporting documentation is needed.



Section 3 – Anticipated Permits

In general, it will be assumed that a Level 1 PIER will require less-complex permitting than a Level 2 PIER. However, if a permit is anticipated, provide sufficient information for use by permitting agencies. For example, if a USACE permit is anticipated, a summary of the impact and proposed mitigation should be included in the section with supporting information included as an attachment. This information may be used to develop permit applications or other regulatory requests following completion of the document.

Section 4 – Engineering Analysis

This section should summarize the findings of the engineering analysis contained in the Preliminary Engineering Report (PER).

Section 5 – Commitments

This section discusses all commitments made on the project prior to and during the PD&E phase.

4.3 Completing the Project Re-Evaluation

Section 2 – Changes in Proposed Action and Environmental Impacts

In this section, describe the changes to the proposed project that have been made since the approval of the environmental document and the resulting impacts. The types of changes that should be identified here include substantial changes to the proposed design, such as modifications to intersections or interchanges, bridge or culvert changes, stormwater management, right-of-way modifications, or a change in control of access. Changes in the study area, detours or other traffic control measures, or environmental conditions (such as a newly listed threatened or endangered species) should also be discussed. If there are no changes to the proposed project or resulting impacts, include a brief statement to that effect.

5.0 Public Involvement

The intent of public involvement is to engage and inform the public, including property owners, tenants, business owners and operators, public officials and agencies, facility users, interested individuals, and special interest groups, during the development of transportation projects. Early and continuous public involvement provides CFX an opportunity to understand potential issues/impacts early in the project development process so they can be considered and solutions determined prior to the final design phase.

While public involvement is an on-going process, activities are most prevalent during the PD&E phase. This coordination allows the public to provide input in transportation decisions resulting in the development of transportation systems that meet community needs and desires. Through public involvement, CFX can gain insight into an affected community and use this knowledge to evaluate the sociocultural effects of the project alternatives. Another important objective of this outreach is to engage other agencies and public entities to facilitate in identifying, evaluating,



and addressing the potential project effects on the surrounding community. Public involvement, in conjunction with other sources of data, plays an essential role in the assessment of the social, economic, environmental, and right-of-way impact effects of transportation projects.

Public involvement and participation is encouraged for all projects. However, the amount and required type of meeting/hearing varies.

- NMA Projects – Public Involvement not typically required.
- Level 1 PEIR – Public Involvement generally includes some type of public meeting.
- Level 2 PEIR – Public Involvement includes public meetings and a public hearing.
- Re-Evaluation – Dependent upon the amount of change (project scope and/or impact) from that disclosed in the original environmental document.

6.0 Permitting

Regardless of project funding source, environmental permits may be required. Permitting is conducted by multiple federal and state agencies under various regulatory authorities. Both the state and federal permitting programs have established various permit types based on specific impact thresholds and/or activity types. For transportation projects, anticipated environmental permits are documented as a part of discussion and coordination with the resource agency charged with regulating the activity. The most recent version of the FDOT PD&E Manual shall be consulted to determine the types of permits required for each project and should be coordinated directly with each respective agency. Decisions should be documented in the environmental document and project file, and appropriately addressed through incorporation into the final design contract documents.



Central Florida Expressway Authority Non-Major Action Checklist

1.0 General Information

Project Name:	
Project Limits:	
County:	
CFX Project Number / CFX Contract Number:	

2.0 Project Description

3.0 Evaluation

	YES	NO
1. Will the project cause adverse impacts to local traffic patterns, property access, community cohesiveness, or planned community growth or land use patterns?	_____	_____
2. Will the project cause adverse impacts to air, noise, or water?	_____	_____
3. Will the project cause adverse impacts to wetlands requiring a federal/404 permit?	_____	_____
4. Will the project cause adverse impacts to navigation requiring a federal permit?	_____	_____
5. Will the project result in a Minimal or Significant Encroachment* to floodplains?	_____	_____
6. Will the project affect federally endangered or threatened species or their critical habitat?	_____	_____
7. Will the project require more than minor amounts of right-of-way and result in any residential or non-residential displacements?	_____	_____
8. Are there state-owned conservation lands being acquired in the project area subject to review and approval by the Acquisition and Restoration Council?	_____	_____



Central Florida Expressway Authority Non-Major Action Checklist

- | | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| 9. Are properties protected under Chapter 267, F.S., adversely affected as determined in consultation with the Florida Division of Historical Resources? | _____ | _____ |
| 10. Does the project have known contamination sites which would have more than a minimal impact to design, right-of-way, or construction activities once assessed and can't be avoided or remediated? | _____ | _____ |
| 11. Will the project have substantial controversy on environmental grounds? | _____ | _____ |
| 12. Is public outreach required? | _____ | _____ |

**See FDOT PD&E Manual for Further Information*

**IF ALL ANSWERS ARE NO, THE PROJECT IS A NON-MAJOR ACTION
(SIGN BELOW AND RETAIN THIS FORM IN PROJECT FILE)**

IF ANY ITEM IS MARKED YES, EVALUATE WHETHER A LEVEL 1 OR LEVEL 2 PROJECT ENVIRONMENTAL IMPACT REPORT (PEIR) WILL BE NECESSARY AND DENOTE IN THE APPROPRIATE BOX (SIGN BELOW AND RETAIN THIS FORM IN PROJECT FILE).

LEVEL 1 PEIR

LEVEL 2 PEIR

This project has been developed without regard to race, color, national origin, age, sex, religion, disability, or family status. This checklist is the environmental document for a Non-Major Action. Supporting documents, if any, are included in the project file.

This project is not defined in Section 339.155(5)(b) of the Florida Statutes as a major transportation improvement (increasing the capacity of a facility through the addition of new lanes or providing new access to a limited-access facility or construction of a facility in a new location) and, based upon this project evaluation, it has been determined that the project is a Non-Major Action.



Central Florida Expressway Authority Non-Major Action Checklist

_____ Date: _____
CFX General Engineering Consultant Name and Title

_____ Date: _____
CFX Director or Manager of Engineering or CFX Engineering Project Manager

_____ Date: _____
CFX Chief of Infrastructure



Central Florida Expressway Authority Level 1 Project Environmental Impact Report

1.0 Project Description and Purpose and Need:

a. Project Information

Project Name:	
Project Limits:	
County:	
CFX Project Number / CFX Contract Number:	

b. Proposed Improvements:

c. Purpose and Need:

2.0 Environmental Analysis

Issues/Resources	Substantial Impacts?*				Supporting Information**
	Yes	No	Enhance	No Inv	
A. Social and Economic					
1. Social					
2. Economic					
3. Land Use Changes					
4. Mobility					
5. Aesthetic Effects					
6. Relocation Potential					
B. Cultural					
1. Historic Sites/Districts					
2. Archaeological Sites					
3. Recreational Areas and Protected Lands					
C. Natural					
1. Wetlands and other Surface Waters					



Central Florida Expressway Authority Level 1 Project Environmental Impact Report

Issues/Resources	Substantial Impacts?*				Supporting Information**
	Yes	No	Enhance	No Inv	
2. Aquatic Preserves and Outstanding FL Waters					
3. Water Resources					
4. Wild and Scenic Rivers					
5. Floodplains					
6. Coastal Barrier Resources					
7. Protected Species and Habitat					
8. Essential Fish Habitat					
D. Physical					
1. Highway Traffic Noise					
2. Air Quality					
3. Contamination					
4. Utilities and Railroads					
5. Construction					
6. Bicycles and Pedestrians					
7. Navigation					

<i>Substantial Impacts - Quick Definitions</i>			
Yes:	Substantial Impact	Enhance:	Enhancement
No:	No Substantial Impact	No Inv:	Issue absent, no involvement

*See FDOT PD&E Manual for Further Information.

**Supporting information is documented in the referenced attachment(s).

3.0 Anticipated Permits

- 404 Dredge and Fill Permit- (USACE or FDEP 404)
- Nationwide/General Permit- (USACE or FDEP 404)
- Bridge Permit- USCG
- Environmental Resource Permit _____(FDEP or WMD)
- Other _____

For guidance on ensuring sufficient information for permitting agencies is included see Section 6 of CFX's PD&E Documentation Guidance.



Central Florida Expressway Authority Level 1 Project Environmental Impact Report

4.0 Engineering Analysis

5.0 Commitments

6.0 Selected Alternative

7.0 Public Involvement

1. A public meeting is not required.
2. A public meeting will be held on (insert date). This draft document is publicly available and comments can be submitted to (insert entity) until (insert date)
Contact Information:

Name:
Title:
Central Florida Expressway Authority
4974 ORL Tower Road
Orlando, Florida 32807
Phone: (xxx) xxx-xxxx
Email Address:

3. A public meeting was held on (insert date) and a meeting summary is available.
4. An opportunity for a public meeting was afforded and was documented on (insert date).
5. Other public engagement opportunity(ies) provided:

8.0 Approval of Final Document

This project has been developed without regard to race, color, national origin, age, sex, religion, disability, or family status.

The final Level 1 PEIR reflects consideration of the Planning Development and Environment Study and Public Involvement.



Central Florida Expressway Authority Level 1 Project Environmental Impact Report

_____ Date: _____
Consultant Document Preparer Name and Title

_____ Date: _____
CFX Director of Engineering

_____ Date: _____
CFX Chief of Infrastructure



Central Florida Expressway Authority Level 2 Project Environmental Impact Report

1.0 Project Description and Purpose and Need:

a. Project Information

Project Name:	
Project Limits:	
County:	
CFX Project Number / CFX Contract Number:	

b. Proposed Improvements:

c. Purpose and Need:

2.0 Environmental Analysis

Issues/Resources	Substantial Impacts?*				Supporting Information**
	Yes	No	Enhance	No Inv	
A. Social and Economic					
1. Social					
2. Economic					
3. Land Use Changes					
4. Mobility					
5. Aesthetic Effects					
6. Relocation Potential					
B. Cultural					
1. Historic Sites/Districts					
2. Archaeological Sites					
3. Recreational Areas and Protected Lands					
C. Natural					
1. Wetlands and other Surface Waters					



Central Florida Expressway Authority Level 2 Project Environmental Impact Report

Issues/Resources	Substantial Impacts?*				Supporting Information**
	Yes	No	Enhance	No Inv	
2. Aquatic Preserves and Outstanding FL Waters					
3. Water Resources					
4. Wild and Scenic Rivers					
5. Floodplains					
6. Coastal Barrier Resources					
7. Protected Species and Habitat					
8. Essential Fish Habitat					
D. Physical					
1. Highway Traffic Noise					
2. Air Quality					
3. Contamination					
4. Utilities and Railroads					
5. Construction					
6. Bicycles and Pedestrians					
7. Navigation					

<i>Substantial Impacts - Quick Definitions</i>			
Yes:	Substantial Impact	Enhance:	Enhancement
No:	No Substantial Impact	No Inv:	Issue absent, no involvement

*See FDOT PD&E Manual for Further Information.

**Supporting information is documented in the referenced attachment(s).

3.0 Anticipated Permits

___ 404 Individual/Standard Dredge and Fill Permit- (USACE or FDEP 404)

___ Nationwide/General Permit- (USACE or FDEP 404)

___ Bridge Permit- USCG

___ Environmental Resource Permit _____(FDEP or WMD)

___ Species

___ Other _____

For guidance on ensuring sufficient information for permitting agencies is included see Section 6 of CFX's PD&E Documentation Guidance.



Central Florida Expressway Authority Level 2 Project Environmental Impact Report

4.0 Engineering Analysis

5.0 Commitments

6.0 Selected Alternative

7.0 Approved for Public Availability (Before public hearing when a public hearing is required)

___/___/___
Date

8.0 Public Involvement

1. A public meeting is not required.
2. A public meeting will be held on (insert date). This draft document is publicly available and comments can be submitted to (insert entity) until (insert date)
Contact Information:

Name:

Title:

Central Florida Expressway Authority

4974 ORL Tower Road

Orlando, Florida 32807

Phone: (xxx) xxx-xxxx

Email Address:

3. A public meeting was held on (insert date) and a meeting summary is available.
4. An opportunity for a public meeting was afforded and was documented on (insert date).
5. Other public engagement opportunity(ies) provided:



Central Florida Expressway Authority Level 2 Project Environmental Impact Report

9.0 Approval of Final Document

This project has been developed without regard to race, color, national origin, age, sex, religion, disability, or family status.

The final Level 2 PEIR reflects consideration of the Planning Development and Environment Study and Public Involvement.

_____ Date: _____
Consultant Document Preparer Name and Title

_____ Date: _____
CFX Chief of Infrastructure

_____ Date: _____
CFX Executive Director



Central Florida Expressway Authority Project Re-Evaluation Report

1.0 Project Description and Purpose and Need:

a. Project Information

Project Name:	
Project Limits:	
County:	
CFX Project Number / CFX Contract Number:	
Original Document Type and Approval Date:	

b. Proposed Improvements (From Original Document):

c. Purpose and Need:

2.0 Changes in Proposed Action and Environmental Impacts

In this section, describe the changes to the proposed project that have been made since the approval of the environmental document and the resulting impacts. If there are no changes to the proposed project or resulting impacts, include a brief statement to that effect. The types of changes that should be identified here include substantial changes to the proposed design, such as modifications to intersections or interchanges, bridge or culvert changes, stormwater management, right-of-way modifications, or a change in control of access. Changes in the study area, detours or other traffic control measures, or environmental conditions (such as a newly listed threatened or endangered species) should also be discussed.

3.0 Conclusion

The above CFX project and its previous documentation has been re-evaluated. It has been determined that the current proposed action is fundamentally equivalent to the original proposed action. Proposed changes, if any, are noted in Section 2. It has been determined that anticipated social, economic, and environmental impacts were accurately described in the above referenced document(s) unless noted otherwise



Central Florida Expressway Authority Project Re-Evaluation Report

herein. Therefore, the original Administrative Action and documentation approval remains valid.

OR, if substantial changes have been determined:

The above CFX project and its previous documentation has been re-evaluated. It has been determined that the current proposed action is substantially different to the original proposed action, and proposed changes are noted in Section 2. Therefore, the original Administrative Action and documentation approval shall be re-evaluated. It has been determined that a ___Level 1 PEIR/___Level 2 PEIR be completed as part of the project’s re-evaluation.

4.0 Approval of Re-evaluation Determination

This project has been developed without regard to race, color, national origin, age, sex, religion, disability, or family status. CFX personnel have discussed the current project parameters with qualified CFX staff and agency representatives (where applicable).

_____ Date: _____
CFX General Engineering Consultant Name and Title

_____ Date: _____
CFX Director of Engineering

_____ Date: _____
CFX Chief of Infrastructure