

2025 ENVIRONMENTAL LOCKDOWN PLAN SCHEDULE FOR PROJECTS WITH 404 PERMITS, STREAM BUFFER VARIANCES, AND APPROVED ENVIRONMENTAL DOCUMENTATION

Event	January	February	March	April	May	June	July	August	September	October	November	December
38-Week Environmental Lockdown Plan Schedule Projects requiring an Individual Permit or RP 35	4/26/2024	5/31/2024	6/28/2024	7/26/2024	8/23/2024	9/20/2024	10/25/2024	11/29/2024	12/27/2024	1/24/2025	2/28/2025	3/28/2025
<i>*Environmental Lockdown plans with "hot button" changes should be submitted at least 4 weeks prior to the scheduled date.</i>	3/29/2024	5/3/2024	5/31/2024	6/28/2024	7/26/2024	8/23/2024	9/27/2024	11/1/2024	11/29/2024	12/27/2024	1/31/2025	2/28/2025
31-Week Environmental Lockdown Plan Schedule Projects requiring General (Nationwide or Regional) 404 Permits or Stream Buffer Variance	6/14/2024	7/19/2024	8/16/2024	9/13/2024	10/11/2024	11/8/2024	12/13/2024	1/17/2025	2/14/2025	3/14/2025	4/18/2025	5/16/2025
<i>*Environmental Lockdown plans with "hot button" changes should be submitted at least 4 weeks prior to the scheduled date.</i>	5/17/2024	6/21/2024	7/19/2024	8/16/2024	9/13/2024	10/11/2024	11/15/2024	12/20/2024	1/17/2025	2/14/2025	3/21/2025	4/18/2025
Environmental Certification (11 Weeks Prior to Letting Date)	11/1/2024	12/6/2024	1/3/2025	1/31/2025	2/28/2025	3/28/2025	5/2/2025	6/6/2025	7/4/2025	8/1/2025	9/5/2025	10/3/2025
Late Environmental Certification (7 Weeks Prior to Letting Date)	11/29/2024	1/3/2025	1/31/2025	2/28/2025	3/28/2025	4/25/2025	5/30/2025	7/4/2025	8/1/2025	8/29/2025	10/3/2025	10/31/2025
Letting Date	1/17/2025	2/21/2025	3/21/2025	4/18/2025	5/16/2025	6/13/2025	7/18/2025	8/22/2025	9/19/2025	10/17/2025	11/21/2025	12/19/2025

THE ABOVE DATES ARE DEADLINES FOR SUBMITTING ENVIRONMENTAL LOCKDOWN PLANS REQUIRED FOR ON-TIME ENVIRONMENTAL CERTIFICATION FOR LET. ENVIRONMENTAL LOCKDOWN PLAN SUBMITTALS OCCURRING AFTER THE SCHEDULED DATES NOTED ABOVE MUST COPY THE DIVISION DIRECTOR OF ENGINEERING TO ENSURE THEY ARE MADE AWARE OF THE MISSED SCHEDULE.

What is the Environmental Lockdown of plans? The above Environmental Lockdown dates are in accordance with the Chief Engineer's directive described in an October 2013 Memo and referenced in an October 2016 Memo by the State Environmental Administrator, which stated that design changes that would alter impacts to Waters of the U.S., state-mandated buffers, or Hot Button items cannot be made after 31 weeks of Let (38 weeks for projects requiring Individual Permits/RP 35). Environmental Lockdown plans are needed so that 404 permits, stream buffer variance (SBVs) applications, mitigation credits, and environmental documentation can be submitted on-time and once submitted, do not require modification/new environmental studies/reopening agency consultation, thus minimizing risk to the Let. In addition, as stated in the 2016 memo, **any plans proposing “hot button” revisions not previously evaluated by the Office of Environmental Services shall be submitted at least 4 weeks prior to the Environmental Lockdown dates as indicated above.** Furthermore, to ensure successful delivery of projects with 404 Permits/SBVs/mitigation credits/approved environmental documentation, plan changes after Environmental Lockdown dates including changes requested at the Final Field Plan Review (FFPR) affecting these Hot Button items can only be honored when there is no other option since such changes would likely delay the Letting of the project. As such, proposed design revisions after Environmental Lockdown dates that will impact 404 Permits/SBVs/mitigation credits/approved environmental documentation require a [Request for Lockdown Plans Change Form](#) and preapproval from the Director of Engineering before revised studies are started.

What plan submittals are required for the Environmental Lockdown? The following complete plan sheets, where applicable to the project, must be submitted to the Office of Environmental Services by the prescribed Environmental Lockdown date: Cover Sheet, Mainline Roadway Plan Sheets, Crossroad Sheets, Profile Sheets, Construction Staging Sheets, Cross-Sections, Utility Plans, Bridge Plans, Section 20 Plans, and Erosion Control Plans. ***For projects proposing new culverts on perennial streams, stream cross-sections and longitudinal profiles, as required by the US Army Corps of Engineers for 404 Permits, are also required by the prescribed Environmental Lockdown date.***

Are changes to Lockdown Plans after submittal possible? After the Environmental Lockdown date, a decision to change the plans particularly affecting 404 Permits/SBVs/mitigation credits/Hot Button items should be carefully considered. These changes can trigger new environmental studies/reopening agency consultations (as opposed to requiring Memos to File) which have the potential to jeopardize the project's Let Date. Plan changes affecting Hot Button items made after Environmental Lockdown dates and at FFPR will be rejected by OES unless accompanied by a Request for Lockdown Plans Change Form with Director of Engineering approval.

“Hot Button” Issues:
The following "hot button" changes should be avoided after lockdown because they almost always necessitate new environmental studies or reopening agency consultations requiring reevaluation of approved environmental documentation:

- (1) a change in ROW, easement, or construction limits within an Environmentally Sensitive Area (ESA, e.g., historic resource boundary);
- (2) an increase in ROW or easement that extends beyond the original Environmental Survey Boundary;
- (3) an extension of Project Termini;
- (4) a change to a drainage structure within an ESA;
- (5) a shift in the vertical or horizontal alignment or edge of pavement along the mainline or a side road, even if the shift occurs inside existing ROW would require a noise study revision;
- (6) an update to traffic volumes;
- (7) the addition or removal of thru, auxiliary, or passing lane(s);
- (8) the addition of a signal; or,
- (9) any other changes that would alter the Project Description.

****As a general rule, additions of ROW or easement that do not extend beyond the Environmental Survey Boundary and do not affect ESAs will only require Memos to File, and hence, do not pose a major risk to the Scheduled Let--so long as they are not associated with any of the other changes listed above.**

RECOMMENDED:


Eric Duff, State Environmental Administrator

APPROVED:

Chris Rudd, P.E., Director of Engineering

REVISED ON: 10/4/2024