

# **SPECIAL USE PERMIT APPLICATION INFORMATION CHECKLIST**

## **Information Needed for the Milestone Activity** *Special Use Permit Application*

**Project Number:** \_\_\_\_\_ **PCN:** \_\_\_\_\_

Special Use Permits can be required by the **US Bureau of Reclamation, US Park Service, US Forest Service, and ND Game and Fish** for work on the agency's fee property. For these permits, please send a link to the Plats and Final Plans to Stacy Wilz, ETS Division ROW Section, [swilz@nd.gov](mailto:swilz@nd.gov).

For US Fish and Wildlife Special Use Permits, please follow instructions below:

### **USFWS Special Use Permit Submittal Information:**

A pdf package of the wetland information is preferred. Please email a link to the ftp site or the design file where permit information is stored with the project PCN in the email subject line.

The information below is needed from the plans (if available) for a USFWS Special Use Permit and USFWS Easement Exchange. For Consultants, complete Part A and Part B (if needed) and submit information or questions to NDDOT Technical Support. For NDDOT Designers, complete Part A and submit information to Steve Kessler, ETS Division, Section 2, [skessler@nd.gov](mailto:skessler@nd.gov). Only include information pertaining to wetlands, other waters, and mitigation.

The Special Use Permit allows temporary and permanent impacts to USFWS Fee Title property or on USFWS Easement Wetlands. If there will be permanent impacts an Easement Exchange or Fee Title Exchange will also be requested in the Special Use Permit application. The Special Use Permit allows construction activities to take place while the Fee Title or Easement Exchange process continues.

## **Part A – For NDDOT Designers and Consultants**

### **Information from the NEPA Document**

Environmental Impact Section  
Categorical Exclusion  
Game and Fish Solicitation of views response  
USFWS solicitation of views response  
SHPO solicitation of views correspondence

### **Information from the Plans**

Title Sheet  
Scope of Work  
Wetland Impact Table Section 75 sheet (includes wetland impact with a USFWS Easement impact column for temporary and permanent impacts and USFWS mitigation)  
Wetland Impact Section 75 sheets with easement wetlands identified with permanent and temporary impacts and dimensions of the proposed right of way or temporary construction easement.

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## **Part B – For Consultants**

### **General Special Use Permit Application Form**

- The General Special Use Permit Application Form (FWS Form 3-1383-G) application form can be found on the USFWS website <https://www.fws.gov/service/special-use-permits-national-wildlife-refuges>
- On the form, include the NDDOT project number and PCN and state all permanent and temporary impacts to USFWS Easement wetlands or fee title property. The USFWS Easement is typically within the delineated wetland outside of the existing NDDOT right of way but may need USFWS concurrence on the delineated wetland boundary.
- The form should include a mitigation plan for permanent USFWS Easement or USFWS Fee impacts.

Designer: \_\_\_\_\_ Date: \_\_\_\_\_

QC/QA Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Consulting Firm: \_\_\_\_\_