

## Early Notification Memorandum – Instructions

### Links to Forms

- [OneENM\(all Districts in Greater MN\)](#)
- [Metro District Version](#)
- [Facility Projects](#)

### Purpose

The Early Notification Memo is used to provide early notification of a project and/or request early information that may affect the project scoping, layout or design.

### Versions

The body of the memo and the Central Office distribution list are essentially the same for all Districts, but some Districts have included District personnel as well in the distribution, and Metro has further refined its version.

### When to Use

The Early Notification Memo is required for all projects. It replaces both the *MnDOT-DNR Questionnaire Request Form* and the *Request Form for Archaeological/Historical Review to Meet State and Federal Requirements* (SHPO Form).

It is distributed early in the project development process, but timing varies (depending on project complexity, etc).

### Using the Form

#### Distribution

Determine who should receive copies for the project under review, and check off their names on the form.

Distribute by email with attachments (unless recipient requests a printed copy). In the subject line, include “Early Notification Memo,” and the Trunk Highway and SP numbers.

**DNR Liaison**

See the [MnDOT – DNR Memorandum of Understanding](#) for guidance on when to include the DNR Liaison in the distribution. (See page 24 of the MOU under *Guidelines for Use of MnDOT – DNR Questionnaire*.) Send the Early Notification Memo to the DNR Liaison whenever the MOU indicates using the *Questionnaire*. (The Early Notification Memo triggers use of the *Questionnaire* by the DNR.)

**The following summarizes the MOU guidance:**

Send the Early Notification Memo to the DNR Liaison for all EAW, EA and EIS projects, and for any project that includes:

- Work outside the shoulder P.I. (point of intersection).
- Change in culvert invert or culvert size
- Erosion control or water pollution control work
- Work in a cut section that changes access or installs turn lanes
- Impacts to:
  - Wetlands
  - Protected waters
  - Protected prairies

**General Project Information Section**

To place an X in a gray check box, double-click the check box, then select “default value = checked.” Type in text as indicated (the rows should expand as you type to fit the information typed).

**Project Description**

Include an explanation of how the proposed improvements will change the existing conditions, such as horizontal and vertical alignments, the current vs. proposed ROW, traffic lane widths, ditch profiles, etc. For bridge work indicate whether the project will include cut and/or fill. Describe the following items, or attach a layout (if available) indicating the following items: construction limits, roadway widening or addition of turn lanes, existing ROW, proposed ROW, realignment, temporary and permanent easement, construction bypass, detours.

**Additional Comments or Information**

Use this section if needed to provide comments or additional information not covered in other sections. (If this section is not needed, delete it).

## Attachments

**Required attachments** – Required: project location map. Required: USGS 7.5 minute quad map(s) showing project limits (termini). Provide the name(s) of the quadrangle map(s). If there are borrow areas or disposal areas, attach USGS 7.5 minute quad map(s) showing location of borrow or disposal areas. The project location map should be at a large enough scale to show the location of the project within the county, and relation of the project to population centers, major lakes and rivers, etc.

**Other attachments** may include: an aerial photograph of project alignment (for noting vegetation, wetlands, etc.); draft layout drawing; draft geometric design table; other maps, photos or drawings; a list of bridges, culverts, ditches, wetlands and other water resources features. The water resources inventory table should indicate the location and type of resource, impacts (such as fill, excavation or structures), and mitigation.

**Transmittal of attachments** – Most attachments can be attached to the email along with the Memo. But aerial photos and layouts may need to be sent separately (hardcopy) to the individuals that would need them.