# WSDOT 2024 Compensatory Mitigation Monitoring Request Form

Do you have a new compensatory mitigation site to monitor in 2024? The Monitoring Team needs the following information:

**1. WSDOT Mitigation Site Facts**

**2. WSDOT Essential Information Checklist**

**Submit this form with attachments:**

* Via email
* By navigating to the [2024\_CompensatoryMitigation](file:///\\Wsdot.loc\hq\Public\60Day\2024_CompensatoryMitigation) folder. Create a folder for your region/project. (Note: this is the P drive and it will get reset every 60 days)

**Electronic/PDF versions are preferred.** Hard copies may be mailed to Sean Patrick at:

|  |  |  |
| --- | --- | --- |
| WSDOT Internal Mail: MS 47332 | -or- | WSDOT, Mottman PO Box  47332 2214 RW Johnson Blvd SW Tumwater, WA 98512-6111 |

***\*Monitoring cannot begin until the Mitigation Site Facts and the 9 Essentials are provided*.**

**Mitigation Site Facts for Monitoring**

|  |  |  |
| --- | --- | --- |
| **Region** |  | |
| **Requestor’s Name & Contact Information** |  | |
| **Project Names (All projects using this site for mitigation)** |  | |
| **Preferred Site Short Name** |  | |
| **WIN Name and Number** |  | |
| **Mitigation Construction Costs** |  | |
| **Site Acquisition Costs and Year** |  | |
| **Mitigation Location** |  | |
| Ownership (if not WSDOT owned, send agreement and info on who is responsible for long-term care) |  | |
| Construction Dates | 20XX-20XX | |
| **Monitoring Period** | 20XX-20XX | |
| Year of Monitoring | Year X of X | |
| **Area of Project Impact** | X.XX acres | |
| **Mitigation Areas:** | **Type of Mitigation** | **Area of Mitigation** |
|  | Wetland Establishment (Creation) | X.XX acres |
|  | Wetland Re-establishment | X.XX acres |
|  | Wetland Rehabilitation | X.XX acres |
|  | Wetland Enhancement | X.XX acres |
|  | Wetland Preservation | X.XX acres |
|  | Wetland Buffer Enhancement | X.XX acres |
|  | Stream Buffer Enhancement | X.XX acres |
|  | Other (specify) | X.XX acres |

***See Submittal Checklist on next page***

### 9 Essentials Checklist:

|  |  |
| --- | --- |
|  | **1. Final Mitigation Plan:**   * Final Mitigation Plan, with “Final” clearly marked. * Include appendices * Include addenda or modifications. * Submit any baseline data if the mitigation plan relies on baseline data for monitoring. |
|  | **2. Advance Mitigation Use Plan (if applicable):**   * Include any permits for new projects that will use credit from an existing mitigation site. |
|  | **3. Permits:**   * 404 and 401 Water Quality Certification   *Don’t forget any modifications/updates and addenda!*   * HPA * Local Agency Critical Areas Permit * BO, BA and its concurrence letter, etc. |
|  | **4. As-Built Plans**: **These are** **critically important!**   * As-Built Grading Plan * As-Built Planting Plan: Provide details on the actual numbers of installed plants if available. * Property and Mitigation Site Map: A map clearly showing the WSDOT property boundary, and the boundary of the mitigation site. * A Project Map: Including all areas of mitigation (e.g., areas not at the primary mitigation site like HPAs for culvert work) |
|  | **5. Right of Way Plans**:   * WSDOT certified right of way plan OR Sundry Site Plan if not in the ROW.   \*This is a necessary piece of information in order to close a site out. |
|  | **6. Fence/Gate Access**: Provide information regarding accessing the site.   * Is the gate or fence locked? Provide a key to the Monitoring Team. (Send key through mail) * Do we need to park on private property? |
|  | **7. Critical Safety Information**:   * Any important information to pass on related to safety? (e.g., confrontational neighbor or animal, steep slopes, difficult parking or access) |
|  | **8. Spatial Information For Original Design Polygons**: Original delineation survey and mitigation site design data.   * GIS feature classes in the following coordinate system: Washington State Plane, South Zone, NAD 83 HARN, units feet. * Can be in the form of Microstation files bundled with the reference files. |
|  | **9. Site Protection Plan**: Were cultural resources found on the mitigation site?   * Provide a copy of the site protection plan.   This document should outline any site protection measures to be taken during construction, maintenance and monitoring activities. |

**Additional Information Checklist:**

|  |  |
| --- | --- |
|  | **Driving Directions and Parking Location**: Provide clear written directions to the mitigation site and parking location. |
|  | **Hydrology Data**:Information about wells/piezometers including:   * Depth of pipe, * Depth of well screen * Any other specification information remaining on-site.   \*Include a map of the locations of the wells/piezometers. |
|  | **Biology/Wetland Report**: Unless it is included in the Mitigation Plan, provide the Bio-Wet Report. |
|  | **Monitoring Report Distribution**:   * List all agencies (addresses and contact persons, if appropriate) and WSDOT personnel that should receive annual monitoring reports. |
|  | **Region Contact List**:   * WSDOT Region staff the Monitoring Team should contact with questions, information, and feedback about the site. |
|  | **Notes**:   * Please inform the Monitoring Team about special circumstances, problems, or other items of interest particular to a site. |