

# ENVIRONMENTAL ASSESSMENT WORKSHEET

**Note to preparers:** An electronic version of this Environmental Assessment Worksheet (EAW) form and a fact sheet on preparing one are available at the Minnesota Pollution Control Agency (MPCA) website at [http://www.pca.state.mn.us/programs/envr\\_p.html](http://www.pca.state.mn.us/programs/envr_p.html). A booklet, *EAW Guidelines*, is also available at the Minnesota Environmental Quality Board (EQB) website at <http://www.eqb.state.mn.us/review.html> or by calling 651-296-6300. The EAW provides information about a project that may have the potential for significant environmental effects. The EAW is prepared by the Responsible Governmental Unit (RGU) or its agents to determine whether an Environmental Impact Statement (EIS) should be prepared. The project proposer must supply any reasonably accessible data for — but should not complete — the final worksheet. If a complete answer does not fit in the space allotted, attach additional sheets as necessary. The complete question as well as the answer must be included if the EAW is prepared electronically.

**Note to reviewers:** The Environmental Assessment Worksheet (EAW) provides information about a project that may have the potential for significant environmental effects. This EAW was prepared by the Minnesota Pollution Control Agency (MPCA), acting as the Responsible Governmental Unit (RGU), to determine whether an Environmental Impact Statement (EIS) should be prepared. The project proposer supplied reasonably accessible data for, but did not complete the final worksheet. Comments on the EAW must be submitted to the MPCA during the 30-day comment period which begins with notice of the availability of the EAW in the Minnesota Environmental Quality Board (EQB) *EQB Monitor*. Comments on the EAW should address the accuracy and completeness of information, potential impacts that are reasonably expected to occur that warrant further investigation, and the need for an EIS. A copy of the EAW may be obtained from the MPCA by calling 651-757-2101. An electronic version of the completed EAW is available at the MPCA website at <http://www.pca.state.mn.us/news/eaw/index.html#open-eaw>.

1. Project Title: _____				
2. Proposer: _____		3. RGU: Minnesota Pollution Control Agency _____		
Contact Person _____		Contact Person _____		
and Title _____		and Title _____		
Address _____		Address 520 Lafayette Road North St. Paul, Minnesota 55155-4194		
Phone _____		Phone 651-757- _____		
Fax _____		Fax 651-297-2343		
E-mail _____		E-mail _____		
4. Reason for EAW Preparation:				
EIS	Mandatory	Citizen	RGU	Proposer
Scoping _____	EAW _____	Petition _____	Discretion _____	Volunteered _____
If EAW or EIS is mandatory give EQB rule category subpart number and name: _____				

5. Project Location: County \_\_\_\_\_ City/Twp \_\_\_\_\_

1/4 1/4 Section Township Range

GPS Coordinates: N \_\_\_\_\_ W \_\_\_\_\_

Tax Parcel Number \_\_\_\_\_

***Tables, Figures, and Appendices attached to the EAW:***

- County map showing the general location of the project;
- United States Geological Survey 7.5 minute, 1:24,000 scale map indicating project boundaries (photocopy acceptable);
- Site plan showing all significant project and natural features.

**6. Description:**

- Provide a project summary of 50 words or less to be published in the *EQB Monitor*.
- Give a complete description of the proposed project and related new construction. Attach additional sheets as necessary. Emphasize construction, operation methods and features that will cause physical manipulation of the environment or will produce wastes. Include modifications to existing equipment or industrial processes and significant demolition, removal or remodeling of existing structures. Indicate the timing and duration of construction activities.
- Explain the project purpose; if the project will be carried out by a governmental unit, explain the need for the project and identify its beneficiaries.
- Are future stages of this development including development on any other property planned or likely to happen? ☐ Yes ☐ No

If yes, briefly describe future stages, relationship to present project, timeline and plans for environmental review.

- Is this project a subsequent stage of an earlier project? ☐ Yes ☐ No

If yes, briefly describe the past development, timeline and any past environmental review.

**7. Project Magnitude Data**

Total Project Area (acres) \_\_\_\_\_ or Length (miles) \_\_\_\_\_

Number of Residential Units: Unattached \_\_\_\_\_ Attached \_\_\_\_\_ Maximum Units Per Building: \_\_\_\_\_

Commercial/Industrial/Institutional Building Area (gross floor space): \_\_\_\_\_ total square feet \_\_\_\_\_

Indicate area of specific uses (in square feet):

Office \_\_\_\_\_ Manufacturing \_\_\_\_\_

Retail \_\_\_\_\_ Other Industrial \_\_\_\_\_

Warehouse \_\_\_\_\_ Institutional \_\_\_\_\_

Light Industrial \_\_\_\_\_ Agricultural \_\_\_\_\_

Other Commercial (specify) \_\_\_\_\_

Building height \_\_\_\_\_ If over 2 stories, compare to heights of nearby buildings \_\_\_\_\_

8. Permits and approvals required. List all known local, state and federal permits, approvals and financial assistance for the project. Include modifications of any existing permits, governmental review of plans, and all direct and indirect forms of public financial assistance including bond guarantees, Tax Increment Financing and infrastructure. *All of these final decisions are prohibited until all appropriate environmental review has been completed. See Minn. R. 4410.3100.*

Unit of Government	Type of Application	Status

9. Land use. Describe current and recent past land use and development on the site and on adjacent lands. Discuss project compatibility with adjacent and nearby land uses. Indicate whether any potential conflicts involve environmental matters. Identify any potential environmental hazards due to past site uses, such as soil contamination or abandoned storage tanks, or proximity to nearby hazardous liquid or gas pipelines.

10. Cover Types. Estimate the acreage of the site with each of the following cover types before and after development:

	Before	After		Before	After
Types 1-8 wetlands	_____	_____	Lawn/landscaping	_____	_____
Wooded/forest	_____	_____	Impervious Surfaces	_____	_____
Brush/grassland	_____	_____	Stormwater pond	_____	_____
Cropland	_____	_____	Other (describe)	_____	_____
			TOTAL	_____	_____

If before and after totals are not equal, explain why.

11. Fish, Wildlife, and Ecologically Sensitive Resources.

- a. Identify fish and wildlife resources and habitats on or near the site and describe how they would be affected by the project. Describe any measures to be taken to minimize or avoid impacts.
- b. Are any state (endangered or threatened) species, rare plant communities or other sensitive ecological resources on or near the site? ☐ Yes ☐ No

If yes, describe the resource and how it would be affected by the project.

Describe any measures that will be taken to minimize or avoid adverse impacts. Provide the license agreement number (LA-\_\_\_\_\_) and/or Division of Ecological Resources contact number (ERDB\_\_\_\_\_) from which the data were obtained and attach the response letter from the DNR Division of Ecological Resources. Indicate if any additional survey work has been conducted within the site and describe the results.

12. Physical Impacts on Water Resources. Will the project involve the physical or hydrologic alteration (dredging, filling, stream diversion, outfall structure, diking, and impoundment) of any surface waters such as a lake, pond, wetland, stream or drainage ditch? ☐ Yes ☐ No

If yes, identify water resource affected and give the DNR Public Waters Inventory (PWI) number(s) if the water resources affected are on the PWI. \_\_\_\_\_

Describe alternatives considered and proposed mitigation measures to minimize impacts.

13. Water Use. Will the project involve installation or abandonment of any water wells, connection to or changes in any public water supply or appropriation of any ground or surface water (including dewatering)? ☐ Yes ☐ No

If yes, as applicable, give location and purpose of any new wells; public supply affected, changes to be made, and water quantities to be used; the source, duration, quantity and purpose of any appropriations; and unique well numbers and DNR appropriation permit numbers, if known. Identify any existing and new wells on the site map. If there are no wells known on site, explain methodology used to determine.

14. Water-related land use management districts. Does any part of the project involve a shoreland zoning district, a delineated 100-year flood plain, or a state or federally designated wild or scenic river land use

district? ☐ Yes ☐ No

If yes, identify the district and discuss project compatibility with district land use restrictions.

15. **Water Surface Use.** Will the project change the number or type of watercraft on any water body?  
☐ Yes ☐ No

If yes, indicate the current and projected watercraft usage and discuss any potential overcrowding or conflicts with other uses.

16. **Erosion and Sedimentation.** Give the acreage to be graded or excavated and the cubic yards of soil to be moved: \_\_\_\_\_ acres; \_\_\_\_\_ cubic yards. Describe any steep slopes or highly erodible soils and identify them on the site map. Describe any erosion and sedimentation control measures to be used during and after project construction.

17. **Water Quality – Surface-water Runoff.**

- a. Compare the quantity and quality of site runoff before and after the project. Describe permanent controls to manage or treat runoff. Describe any storm-water pollution prevention plans.
- b. Identify routes and receiving water bodies for runoff from the site; include major downstream water bodies as well as the immediate receiving waters. Estimate impact runoff on the quality of receiving waters.

18. **Water Quality – Wastewater.**

- a. Describe sources, composition and quantities of all sanitary, municipal and industrial wastewater produced or treated at the site.
- b. Describe waste treatment methods or pollution prevention efforts and give estimates of composition after treatment. Identify receiving waters, including major downstream water bodies (identifying any impaired waters), and estimate the discharge impact on the quality of receiving waters. If the project involves on-site sewage systems, discuss the suitability of site conditions for such systems.
- c. If wastes will be discharged into a publicly owned treatment facility, identify the facility, describe

any pretreatment provisions and discuss the facility's ability to handle the volume and composition of wastes, identifying any improvements necessary.

**19. Geologic hazards and soil conditions.**

- a. Approximate depth (in feet) to Ground water: \_\_\_\_\_ minimum; \_\_\_\_\_ average.  
Bedrock: \_\_\_\_\_ minimum; \_\_\_\_\_ average.

Describe any of the following geologic site hazards to ground water and also identify them on the site map: sinkholes, shallow limestone formations or karst conditions. Describe measures to avoid or minimize environmental problems due to any of these hazards.

- b. Describe the soils on the site, giving Natural Resources Conservation Service classifications, if known. Discuss soil texture and potential for ground-water contamination from wastes or chemicals spread or spilled onto the soils. Discuss any mitigation measures to prevent such contamination.

## 20. Solid Wastes, Hazardous Wastes, Storage Tanks.

- a. Describe types, amounts and compositions of solid or hazardous wastes, including solid animal manure, sludge and ash, produced during construction and operation. Identify method and location of disposal. For projects generating municipal solid waste, indicate if there is a source separation plan; describe how the project will be modified for recycling. If hazardous waste is generated, indicate if there is a hazardous waste minimization plan and routine hazardous waste reduction assessments.
- b. Identify any toxic or hazardous materials to be used or present at the site and identify measures to be used to prevent them from contaminating ground water. If the use of toxic or hazardous materials will lead to a regulated waste, discharge or emission, discuss any alternatives considered to minimize or eliminate the waste, discharge or emission.
- c. Indicate the number, location, size and use of any above or below ground tanks to store petroleum products or other materials, except water. Describe any emergency response containment plans.

21. Traffic. Parking spaces added: \_\_\_\_\_ Existing spaces (if project involves expansion): \_\_\_\_\_  
Estimated total average daily traffic generated: \_\_\_\_\_  
Estimated maximum peak hour traffic generated and time of occurrence: \_\_\_\_\_

Indicate source of trip generation rates used in the estimates.

*If the peak hour traffic generated exceeds 250 vehicles or the total daily trips exceeds 2,500, a traffic impact study must be prepared as part of the EAW. Using the format and procedures described in the Minnesota Department of Transportation's Traffic Impact Study Guidance (available at <http://www.oim.dot.state.mn.us/access/pdfs/Chapter%205.pdf>) or a similar local guidance, provide an estimate of the impact on traffic congestion on affected roads and describe any traffic improvements necessary. The analysis must discuss the project's impact on the regional transportation system.*

22. **Vehicle-related Air Emissions.** Estimate the effect of the project's traffic generation on air quality, including carbon monoxide levels. Discuss the effect of traffic improvements or other mitigation measures on air quality impacts.
23. **Stationary Source Air Emissions.** Describe the type, sources, quantities and compositions of any emissions from stationary sources of air emissions such as boilers, exhaust stacks or fugitive dust sources. Include any hazardous air pollutants (consult *EAW Guidelines* for a listing), any greenhouse gases (such as carbon dioxide, methane, and nitrous oxides), and ozone-depleting chemicals (chlorofluorocarbons, hydrofluorocarbons, perfluorocarbons or sulfur hexafluoride). Also describe any proposed pollution prevention techniques and proposed air pollution control devices. Describe the impacts on air quality.

24. **Odors, noise and dust.** Will the project generate odors, noise or dust during construction or during operation? ☐ Yes ☐ No

If yes, describe sources, characteristics, duration, quantities or intensity and any proposed measures to mitigate adverse impacts. Also identify locations of nearby sensitive receptors and estimate impacts on them. Discuss potential impacts on human health or quality of life. (Note: fugitive dust generated by operations may be discussed at item 23 instead of here.)

25. **Nearby resources.** Are any of the following resources on or in proximity to the site?

- a. Archaeological, historical, or architectural resources? ☐ Yes ☐ No
- b. Prime or unique farmlands or land within an agricultural preserve? ☐ Yes ☐ No
- c. Designated parks, recreation areas, or trails? ☐ Yes ☐ No
- d. Scenic views and vistas? ☐ Yes ☐ No
- e. Other unique resources? ☐ Yes ☐ No

If yes, describe the resource and identify any project-related impacts on the resources. Describe any measures to minimize or avoid adverse impacts.

26. Visual impacts. Will the project create adverse visual impacts during construction or operation? Such as glare from intense lights, lights visible in wilderness areas and large visible plumes from cooling towers or exhaust stacks? ☐ Yes ☐ No

If yes, explain.

27. Compatibility with plans and land use regulations. Is the project subject to an adopted local comprehensive plan, land use plan or regulation, or other applicable land use, water, or resource management plan of a local, regional, state or federal agency? ☐ Yes ☐ No

If yes, describe the plan, discuss its compatibility with the project and explain how any conflicts will be resolved. If no, explain.

28. Impact on infrastructure and public services. Will new or expanded utilities, roads, other infrastructure or public services be required to serve the project? ☐ Yes ☐ No

If yes, describe the new or additional infrastructure or services needed. (Note: any infrastructure that is a connected action with respect to the project must be assessed in the EAW; see *EAW Guidelines* for details.)

29. Cumulative potential effects. Minn. R. 4410.1700, subp. 7, item B requires that the RGU consider the "cumulative potential effects of related or anticipated future projects" when determining the need for an environmental impact statement. Identify any past, present or reasonably foreseeable future projects that may interact with the project described in this EAW in such a way as to cause cumulative potential effects. (Such future projects would be those that are actually planned or for which a basis of expectation has been laid.) Describe the nature of the cumulative potential effects and summarize any other available information relevant to determining whether there is potential for significant environmental effects due to these cumulative effects (*or discuss each cumulative effect under appropriate item(s) elsewhere on this form*).

30. Other Potential Environmental Impacts. If the project may cause any adverse environmental impacts not addressed by items 1 to 28, identify and discuss them here, along with any proposed mitigation.

31. Summary of issues. (*Do not complete this section if the EAW is being done for EIS scoping; instead, address relevant issues in the Draft Scoping Decision Document, which must accompany the EAW.*) List any impacts and issues identified above that may require further investigation before the project is begun. Discuss any alternatives or mitigative measures that have been or may be considered for these impacts and issues, including those that have been or may be ordered as permit conditions.



## RGU CERTIFICATION

I hereby certify that:

- The information contained in this document is accurate and complete to the best of my knowledge.
- The EAW describes the complete project; there are no other projects, stages, or components other than those described in this document, which are related to the project as connected actions or phased actions, as defined at Minn. R. 4410.0200, subps. 9b and 60, respectively.
- Copies of this EAW are being sent to the entire EQB distribution list.

**Name and Title of Signer:**

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**Craig Affeldt, Supervisor, Environmental Review Unit  
St. Paul Office  
Regional Division**

**Date:**

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*The format of the Environmental Assessment Worksheet was prepared by the staff of the Environmental Quality Board. For additional information, worksheets, or for EAW Guidelines, contact: Environmental Quality Board, 520 Lafayette Road, St. Paul, Minnesota, 55155-4194, 651-296-6300, or at their website <http://www.eqb.state.mn.us/review.html>.*