

# PRO 457–a: Recommended Procedure for Conducting a Section 4(f) Evaluation

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See also: [EM Chapter 457](#), TSK 457-a, Section 4(f) checklist, [23 CFR 774.135](#)

**Effective June 2011**

**Start procedure:** Region Environmental Coordinator (REC) identifies 4(f) resource(s) in project area.

**End procedure:** Section 4(f) Evaluation commitments entered in Environmental Commitment Tracking Database.

| <b>Actor:</b>                                      | <b>Action:</b>   |
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| <b>REC</b>   | 1. <b>Identifies</b> 4(f) Resource(s) in project area and determines a 4(f) evaluation is required.  |
|  | 2. <b>Establishes</b> type of 4(f) resource impacted (e.g., historic/archaeological, formal recreation, forest land/wildlife reserve).   |
|  | 3. <b>Determines</b> extent of 4 (f) impacts (see process flowchart) and appropriate process to document impacts.  |
|  | 4. <b>Scopes</b> plan to address 4(f) impacts.   |
|  | 5. <b>Reviews</b> plan with FHWA Area Engineer and FHWA Environmental Manager.   |
| <b>FHWA Area Engineer</b>                          | 6. <b>Reviews</b> plan provided by REC. <ul style="list-style-type: none"> <li>a. If the project is complex or unusual circumstances apply, HQ Discipline Specialist and REC consult with FHWA Area Engineer and FHWA Environmental Manager.</li> </ul>  |
|  | 7. <b>Recommends</b> ways to right size 4(f) evaluation process to fit scope and complexity of the project.  |
|  | 8. <b>Endorses</b> or amends REC’s plan  |
| <b>REC, Consultant or HQ Discipline Specialist</b> | 9. <b>Collects</b> the following data for each potentially impacted Section 4(f) parcel: <ul style="list-style-type: none"> <li>a. Local and regional plan(s) parcel information (zoning, current and future uses, property boundaries).</li> <li>b. Ownerships.</li> <li>c. Easements and restrictions.               <ul style="list-style-type: none"> <li>i. If property was purchased or improved with Land and Water Conservation Fund Act money. Additional work</li> </ul> </li> </ul> |

| Actor:  | Action:   |
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|   | <p>will be required for such parcels – see <a href="#">Section 6(f) web page</a> for procedures.</p> <p>d. Identifies <a href="#">Official with Jurisdiction</a> for each resource.</p> <p>10. <b>Confers</b> with <a href="#">Official with Jurisdiction</a> as needed to determine local restrictions, options and preferences</p>  |
| <b>REC, Consultant or HQ Discipline Specialist</b>  | <p>11. <b>Conducts</b> environmental analysis to evaluate the affect of each alternative on each potential Section 4(f) property during construction and operation.</p> <p>12. <b>Creates</b> maps, drawings, tables, and photos as needed to describe all potential Section 4(f) resources and possible impacts. (TSK 457-a)</p> <p>13. <b>Writes</b> draft Section 4(f) document (Sec 4(f) checklist).</p> <p>14. <b>Sends</b> draft document to HQ NEPA Specialist for internal independent review.</p>  |
| <b>HQ NEPA Specialist</b>                           | <p>15. <b>Reviews</b>, revises and comments on document.</p> <p>16. <b>Submits</b> comments to REC for resolution.</p>  |
| <b>REC, Consultant, or HQ Discipline Specialist</b> | <p>17. <b>Reviews</b> comments on draft document and makes changes as appropriate.</p> <p>18. <b>Coordinates</b> with Officials with Jurisdiction and obtains written concurrence with assessment of impacts and proposed mitigation. <ul style="list-style-type: none"> <li>a. Holds a public meeting regarding impacts and proposed mitigation, as appropriate.</li> <li>b. If properties are on or eligible for the National Historic Register REC coordinates with SHPO and ACP to obtain written concurrence.</li> </ul> </p> <p>19. <b>Incorporates</b> discussion of how local resource manager was included in mitigation decisions.</p> <p>20. <b>Sends</b> final programmatic Section 4(f) evaluation document to Region Environmental Manager.</p> |
| <b>Region Environmental Manager</b>                 | <p>21. <b>Reviews and signs</b> final document as complete.</p> <p>22. <b>Submits</b> final document to FHWA Area Engineer for review and approval.</p>   |
| <b>FHWA Area Engineer</b>                           | <p>23. <b>Reviews</b> and approves final Section 4(f) Evaluation.</p>   |

| Actor: | Action:   |
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|        | 24. <b>Returns</b> approved Section 4(f) Evaluation to REC.   |
|        | 25. <b>Distributes</b> Section 4(f) Evaluation to Section 4(f) document recipients, as appropriate.                           |
|        | 26. <b>Files</b> signed final document in project files and state library in accordance with WSDOT document retention policy. |
|        | 27. <b>Enters</b> Section 4(f) commitments in the Environmental Commitment Tracking Database.                                 |