# SAMPLE ENVIRONMENTAL ASSESSMENT PROCESS & FILE CHECKLIST

(For projects NOT requiring preparation of
an Environmental Impact Statement)

1.  Project description data provided including street address if applicable?  _____

2.  Existing environmental conditions and trends described?  _____

3.  Clearinghouse review requirements met?  _____

4.  Was project compared with applicable plans?  _____

5.  Was project compared with applicable standards?  _____

6.  Were physical factors affecting the project assessed?  _____

7.  Were service delivery factors affecting the project assessed?  _____

8.  Were project impacts on physical factors assessed?  _____

9.  Were project impacts on service delivery factors assessed?  _____

10. Were project impacts on special factors (particularly
    historic properties) assessed?  _____

11. Were both beneficial and adverse project impacts identified
    and discussed?  _____

12. Were mitigating measures for adverse project impacts identified
    and discussed?  _____

13. Were project alternatives identified (including the no
    action alternative) and reasons cited for rejecting alternatives?  _____

14. Were conditions and safeguards for the project identified
    and discussed?  _____

15. Notice of Finding of No Significant Impact on the Environment
    published?  _____

16. Notice of Intent to Request Release of Funds published?  _____

17. Request for approval of Evidentiary Materials and Release
    of Funds Made?  _____