**Application:** This template is used when the Certified LPA owns the contract on a federal funded project.

**Version Date: 11/25/2020**

**[GENERAL INSTRUCTIONS:**

* Yellow highlighted areas include instructions that should be deleted prior to release.
* Blue highlighted areas indicate text or fields that need information provided or revised.
* “Agency” means the Certified LPA as defined in the CLPA Contract.

**Delete instructions throughout the document before executing Contract or amendment as follows:**

* From the “Edit” menu select “Replace”;
* With cursor in the “Find what” field, click “More” button, then “Format” then “Font” , then in the font field select “Times New Roman” text ;
* Leave the “Replace with” field blank;
* Click “Replace All”. This will delete all yellow highlighted text.

**PROJECT-SPECFIC INSTRUCTIONS:**

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* Not all subtasks are needed for each project. Delete any items marked as “[Optional]” if they are not applicable to the Project. **If an entire subtask is not needed, leave the task number, add “RESERVED” after the subtask title, and delete all subtask text.**
* The template language must be revised if needed for specifics applicable to the current project (including deletion of requirements that don’t apply to the current project).

#### TASK 12 PERMITS

Consultant shall provide permitting Services under this SOW for delivery of tasks and deliverables according to the agreed upon delivery schedule.

**12.1 Permit Research**

Consultant shall evaluate permit requirements for the Project. Consultant’s evaluation shall include permit requirements from applicable federal, state and local public agencies with jurisdiction for the Project. [Environmental permits required are identified in Task 3 or the environmental prospectus Part 3.]

Based on Project information and available state and local zoning and land use information, Consultant shall determine the required federal, state, and local land use, building, environmental, and transportation permits and processes applicable to the Project. The proposed construction activities for the Project are anticipated to occur within, but not limited to, the jurisdiction of the following permitting agency(ies): \_\_\_\_\_\_\_\_\_\_. [In this section, list all applicable permitting agencies with jurisdiction for the Project.]

Consultant shall prepare a technical memorandum detailing permits required, public agencies and the staff contacted, and the cited respective code sections that require them. Consultant’s permitting technical memorandum must outline the procedure for obtaining these permits and approximate timeframes associated with them. Consultant’s permitting technical memorandum must include specific conditions listed in those code sections which may apply to the Project. Consultant shall contact by phone or email applicable permitting agency(ies), APM or planning staff members to verify the required permits, processes, standards, and criteria. Consultant shall perform 1 set of revisions, if needed, after receiving Agency comments on draft Permitting Technical Memorandum.

**12.1 Consultant Deliverables and Schedule**

Consultant shall provide to Agency:

* Draft Permitting Technical Memorandum submitted electronically in MS Word format, due with DAP Task 13 per Task 1 Project Schedule for DAP.
* Final Permitting Technical Memorandum submitted electronically in MS Word format and 2 hard copies, due 10 business days after receiving Agency comments on draft Permitting Technical Memorandum.

[Optional; delete the section below if pre-application conference and/or permit acquisition assistance by Consultant is not required and not recommended]

**C.12.1 Permit Acquisition (CONTINGENCY TASK; Requires separate NTP from APM)**

Consultant shall initiate and attend one pre-application conference (phone, virtual meeting, or in-person) with applicable permitting agency(ies) staff to determine the scope of drawings and supporting documentation required for each required permit application, which is anticipated to include, but is not limited to: [insert the names of the anticipated required permits e.g. Floodplain Development, Tree Removal, Public Transportation Facility, Environmental/Natural Resource Area Development].

Consultant shall prepare a draft for each required permit type including drawings, narrative, calculations, etc. addressing Project compliance with relevant standards of the federal, state and local agency codes. Consultant shall submit draft permit application(s), drawings and any other supporting documentation to applicable permitting agency(ies) for review. Consultant shall modify the permit application(s), drawings and/or supporting documentation in response to permitting agency comments and submit a final permit application package for each required permit to the applicable permitting agency(ies).

Upon submittal of permit application materials to permitting agency(ies), Consultant shall answer questions regarding the application(s) during the permit review period.

Consultant shall provide coordination with APM, and permitting agency(ies). Consultant shall monitor permit application completeness review process, provide supplemental information as required, and revise the application(s) in response to review comments and conditions of approval.

Consultant shall provide payment of all required application or filing fees. [Choose this sentence or the second bullet below and delete the one not used.]

**Notes:**

* APM will provide all required signatures on application forms.
* Agency will provide payment of all required application or filing fees to permitting agency(ies).

**C.12.1 Consultant Deliverables and Schedule**

Consultant shall provide: [Delete hard copy submittals below if not needed/required.]

* Draft Permit Application(s) submitted electronically in \_\_\_\_format and 2 hard copies to the permitting agency(ies) for review (due per schedule included in the NTP for this contingency task) with a copy to Agency.
* Final Permit Application(s) submitted electronically in \_\_\_\_format and 2 hard copies filed with the permitting agency(ies) due 14 calendar days after receiving permitting agency comments with a copy to Agency.