

Environmental Impact Screening Form Review Frequently Asked Questions

Some permit applicants are not aware about the relationship between their application for a construction permit and Environmental Impact Screening Form (EISF) reviews. They are also not fully aware of the steps involved in the EISF review process. **This document provides answers to frequently asked questions about the Department of Energy and Environment's (DOEE) review of EISF applications**

1. When is an EISF review required?

When a construction permit applicant fills out an Intake Form at the Department of Consumer and Regulatory Affairs (DCRA), DCRA determines whether an EISF is required. DCRA makes this determination based on specific criteria outlined in the Environmental Policy Act.

An EISF is required for any action that would cost over one million dollars (\$1,000,000) based on 1989 dollars adjusted annually according to the Consumer Price Index and that may have a significant impact on the environment. As of 2018, that figure is one million nine hundred and thirty thousand dollars (\$1,930,000). If an EISF is required, the applicant must submit an EISF application and all the supporting documents to DCRA.

2. When is an EISF review not required?

An EISF is NOT required for:

- (a) Any action that costs less than 1 million dollars (\$ 1,000,000) based on 1989 dollars adjusted annually according to the Consumer Price Index, unless that action meets the criteria of § § 7201.3 and 7201.4 of these rules, currently \$1,930,000;
- (b) Any action for which an Environmental Impact Statement ("EIS") has been prepared in accordance with the National Environmental Policy Act of 1969, approved January 1, 1970 (83 Stat.852; 42 U.S.C. § 4321 et seq.) (NEPA) and its implementing regulations, or a determination has been made under NEPA and its implementing regulations that no impact statement is required due to a finding of no significant impact or a finding that the proposed action is categorically excluded from consideration;
- (C) Any action within the Central Employment Area, or an Economic Development Zone as defined in the Zoning Regulations of the District of Columbia; and
- (D) Operation, repair, maintenance, or minor alteration of existing public structures, facilities, mechanical equipment, or topographical features, including replacement of roofs, HVAC, electrical, plumbing, elevator,

sprinkler or other systems, plus interior work to common areas and individual units, involving negligible or no expansion of use beyond that previously existing;

- (E) Replacement, renovation, or reconstruction of existing structures and facilities, where the new or renovated structure meets the requirements of the Zoning Regulations, is located on the same site as the structure replaced, renovated, or reconstructed, will have substantially the same purpose and capacity as the structure replaced, renovated; or reconstructed, and will not exceed the density of that structure;
- (F) Construction and location of limited numbers of small facilities or structures; installation of new equipment in small structures, including replacement of HVAC, electrical, plumbing, elevator, sprinkler or other systems; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure;
- (G) Minor public or private alterations in the condition of land, water, or vegetation which do not involve the removal of mature, healthy trees. This class includes, but is not limited to:

3. What materials should be submitted with an EISF application, and which agency receives the EISF application?

An EISF submission to DCRA is comprised of hard-copies of the following materials:

1. A vicinity map of approximately a 1-mile radius, showing neighborhood names; institutional uses; shopping centers; fire, police, and metro stations; parks and public space.
2. A brief written summary of the project.
3. A detailed site plan.
4. 2 copies of a Geotechnical Engineering report.
5. 2 copies of a Phase I Environmental Site Assessment report.
6. 1 copy of a site plan (24" x 36") showing existing conditions, with a narrative that describes existing topographic and drainage conditions, including locations and names of any wetlands, streams and water courses on and/or adjacent to the property.
7. 1 copy of a separate plan (24" x 36") showing conceptual erosion and sediment control measures for the project, including proposed grading and total square footage of disturbed earth.
8. 1 copy of a separate plan (24" x 36") showing conceptual storm water management measures and their location(s), including drainage layout. No storm water management computations are required for this initial phase.
9. All 21 questions of Part II of the EISF answered.

10. All 53 questions of the Part III of the EISF answered.

Some EISF reviews require additional time for DOEE review. An EISF that requires additional review time is an EISF for a project which:

- (1) is submitted with an incomplete application,
- (2) pertains to a contaminated site, or
- (3) requires an Air Quality Analysis.

Such an EISF normally requires the submission of additional materials to DCRA, including:

- (1) 2 copies of a Phase II Environmental Site Assessment report;
- (2) 1 copy of an Air Quality Analysis report, including a data disk;
- (3) 1 copy of an underground closure report; and/or
- (4) 1 copy of a Corrective Action Plan (CAP).

4. How long does it take DOEE to review an EISF application?

The DOEE review process usually takes two weeks to complete, if the applicant has submitted a complete application to DCRA and no further information is required from the applicant.

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5. What is DOEE's role in the EISF review process, and how does DOEE stay in touch with the applicant during the review?

DOEE receives 9 copies of the materials that the applicant submits to DCRA. DOEE's Environmental Review Coordinator then internally distributes the copies within DOEE for division-specific reviews. Once the individual reviews are submitted to the Environmental Review Coordinator, the Environmental Review Coordinator submits a final report to DCRA.

DOEE sends all requests for additional documents, additional studies or responses to comments or questions to DCRA. DCRA then passes that information to the applicant. Communication with the applicant is conducted via email and telephone. Applications are normally reminded bi-weekly about outstanding issues. Only the individual who signed off on the EISF application is contacted for any additional requests. Applicants are reminded to inform DCRA if the person who signed off on the application is no longer associated with the project.

On certain occasions, due to financial or other considerations, some applicants request an expedited review. When an expedited review is warranted, DOEE establishes direct back and forth communication with the applicant.

6. What is the next step after DOEE completes the EISF review?

- Once the individual DOEE division reviews are submitted to the Environmental Review Coordinator, DOEE submits a final report to DCRA.
- Once DCRA receives all completed reviews from ALL the reviewing agencies, DCRA contacts the applicant requesting payment of fees. The Council of the District of Columbia has established a fee of \$55 per hour of review time. Each Department calculates the number of hours spent on an EISF Review and sends that figure to DCRA. DCRA then contacts the applicant for payment of the review fees.
- DCRA then issues a Final Letter of Determination to the applicant. This letter is signed by the Director of DCRA.
- Applicants can obtain all information pertaining to the EISF process and all other information regarding the permitting process by logging onto the DCRA website: dcra.dc.gov

6. What happens after all District agencies complete the EISF review?

Once the applicant receives the Final Letter of Determination from DCRA, the applicant is required to upload a copy of the Final Letter of Determination onto DOEE's Stormwater Database.

DOEE then approves the Stormwater and Sediment and Erosion Control plans for the project.

7. How do I get in touch with DOEE if I have questions about the EISF review?

There are many ways you can contact DOEE:

- You can email DCRA (Arlette.howard@dc.gov) or call her at 202-442-4558 and inquire about the status of your EISF.
- You can communicate directly with the individual from DOEE who sought documents or information from you.

- You can email DOEE's Environmental Review Coordinator: Ibrahim.bullo@dc.gov or call him directly at 202-535-2506.
- OR you can call our central phone line 202-535-2600.