

PRO630-c: Coordinate the Wetland/Stream Mitigation As-Built Submittal

See also: [Environmental Manual – Chapter 630](#)

Effective February 2015

Start procedure: WSDOT accepts the contractor’s final grading and planting work at the mitigation site.

End procedure: The WSDOT region sends an as-built submittal to the necessary permitting agencies and to the [WSDOT HQ Wetland Monitoring Manager](#).

Actor:	Action:
Region Mitigation Lead	<ol style="list-style-type: none"> <li data-bbox="532 716 1354 789">1. Inquires with the Project Engineer on the status of the final grading and planting work at the mitigation site. <li data-bbox="532 831 1354 905">2. Meets with the Project Engineer (or designee) to discuss as-built submittal requirements for the mitigation site.
Project Engineer (or designee)	<ol style="list-style-type: none"> <li data-bbox="532 949 1354 1022">3. Prepares the as-built drawings/maps in accordance with the permit conditions. The Washington State Department of Ecology (Ecology) includes specific submittal requirements in 401 Individual Water Quality Certifications. As-built requirements for the U.S Army Corps of Engineers (Corps) 404 permits are attached. The drawings should be 11” x 17” or larger. If Ecology’s requirements are different than the Corps 404 permit requirements, submit one product to both agencies that meets the most stringent requirements. Note: General as-built requirements for both Ecology and the Corps are available in Wetland Mitigation in Washington State – Part 2 (see Chapter 3.6.1). Note: As-built requirements are also contained in Chapter 10-3.11 of the <i>WSDOT Construction Manual</i>. <li data-bbox="532 1650 1354 1724">4. Sends the as-built drawings/maps to the Region Mitigation Lead.
Region Mitigation Lead	<ol style="list-style-type: none"> <li data-bbox="532 1730 992 1761">5. Prepares the as-built submittal. <li data-bbox="532 1803 1338 1877">6. Verifies the as-built submittal contains all of the necessary information to satisfy the permit agencies.

	<p>7. Sends the as-built submittal to the Corps, Ecology (only if the project has a 401 Individual Water Quality Certification), and to the WSDOT HQ Wetland Monitoring Manager. The as-built material should be submitted as soon as possible, but no later than the earliest date stipulated in the 404 permit or the 401 Individual Water Quality Certification (check both permits – the requirements may not be the same).</p> <p>Note: Do not submit anything to Ecology if the project has a Letter of Verification in place of a 401 Individual Water Quality Certification. In this case, follow the attached requirements from the Corps for the as-built submittal.</p>
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Required Information for As-built Reports Submitted to the Corps

Background Information

- 1) Project name.
- 2) Corps reference (permit) number.
- 3) Name and contact information for the office preparing the as-built report.
- 4) Date the as-built report was prepared.

The Compensatory Mitigation Project

- 5) Brief description of the final compensatory mitigation project with any changes from the approved plan made during construction. Include:
 - a) Actual acreage and type(s) (establishment, re-establishment, rehabilitation, enhancement, and preservation) of mitigation authorized to compensate for wetland impacts.
 - b) Important dates including:
 - i. Start of project construction,
 - ii. Dates work on the compensatory mitigation site began and ended,
 - iii. Dates different activities such as grading, removal of invasive plants, installing plants, and installing habitat features began and ended.
- 6) Description of any problems encountered and solutions implemented during construction of the compensatory mitigation site (with reasons for changes).
- 7) List of any follow-up actions needed, with a schedule.
- 8) Final site plan sheets (11" x 17", or larger) of the compensatory mitigation site(s), including the following:
 - a) Geographic location of the site with landmarks;
 - b) Clear delineation of the mitigation site perimeter(s);
 - c) Topography (with a description of how elevations were determined);
 - d) Installed planting scheme (quantities, densities, sizes, and approximate locations of plants, as well as the source(s) of plant material);
 - e) Location of habitat features;
 - f) Location of permanent photo stations.

The final site plan sheets should reflect on-the-ground conditions after the site work is completed. Include the month and year the maps are produced and, if applicable, when data were collected.

- 9) Photographs of the site at as-built conditions taken from permanent photo stations. The Corps recommends photo pans.