

401/404 Permit Application Checklist

INDOT Ecology, Waterway Permitting, and Stormwater Office
(EWPSO) Revised 8/31/2026

This checklist is intended to be used for application submittals within IDEM's Regulatory ePortal – nViro. For guidance on using nViro, see the *Preparing INDOT Section 401 and State Regulated Resource Permit Applications within IDEM's Regulatory ePortal – nViro* document on the [INDOT EWP webpage](#).

Pre-application Questions			
YES	NO	N/A	
			Appropriate intended IDEM authorization type is selected
Notes			

Applicant Information			
YES	NO	N/A	
			Applicant contact: Appropriate EWPSO Team Lead, 100 N Senate Ave, N758-ES, Indianapolis, IN 46204
			Applicant organization: INDOT Owned and Operated
			Appropriate agent information
Notes			

INDOT Ecologist Information			
YES	NO	N/A	
			Appropriate EWPSO Ecologist, 100 N Senate Ave, N758-ES, Indianapolis, IN 46204
Notes			

Project Information			
YES	NO	N/A	
			Project name and Des number are accurate
			All additional location information represents approximate center of the project. Parcel number is left blank.
Notes			

Project Overview			
YES	NO	N/A	
			Anticipated start and end dates accurately represent construction timeframes
Purpose of Project and Overview of Activities Includes			
			Des number
			Brief description of project purpose
			Description of construction activities focusing on impacts to water resources including stream/wetland names and how and why they will be impacted
			If stream relocation is occurring, explain the relocation, why relocation is proposed, and if/how a net benefit to the stream is occurring
			Type of non-erosive clean fill material is specified (if riprap, include class)
			Cumulative permanent stream (LF, ac), wetland (ac), and open water (ac) impacts
			Cumulative temporary stream (LF, ac), wetland (ac), and open water (ac) impacts
			Duration that temporary impacts will be in place. Brief description of site restoration post-construction including if any specialized seed mix(es) are proposed.
Notes			

Worksheets			
YES	NO	N/A	
			Appropriate resources and impact types are selected
			All worksheets are properly completed according to INDOT nViro guidance and matches waters report and plan sheets
Notes			

Avoidance, Minimization, and Mitigation Information			
YES	NO	N/A	
			If mitigation is required, description of unavoidable impacts that require mitigation is accurate. Include proposed method for mitigation (INSWMP ILF, bank, etc.).
			Provide a thoughtful description of all practical and reasonable alternatives considered to avoid impacts. Refer to engineering report, hydraulic memo, NEPA document, etc. to ensure alternatives are discussed.
			Provide a description of all practical and appropriate steps to minimize impacts that could not be avoided. For example, reduction in grading, reduced riprap footprints, reduction/avoidance of tree clearing, altering construction access, etc.
Notes			

Permittee Responsible, Mitigation Bank, and ILF Information			
YES	NO	N/A	
			If mitigation is required, indicate which permit and mitigation type is being proposed
			Mitigation information table is appropriately completed
Notes			

Project Documents			
YES	NO	N/A	
			A single PDF file named “Des XXXXXXXX Application Attachments” is uploaded under All Required Attachments and contains the following documents in this order: • Additional narrative (if necessary) • Impact Summary Tables • Waters resource map • Project Plans • AJD and WOTSD (if available) • Waters Report • DNR EC Response Letter • USFWS Section 7 Documents • Section 106 Documents • Hydraulics Memo/Scour Report (if available)
Additional Narrative			
			Additional narrative, if included (most projects do not require one), does not repeat information already in the application
Water Resources Map			
			A copy of the waters resource map from the waters report precedes the plan sheets. Only include maps that display resources being impacted.

Project Plans			
			Only include plan sheets that show resources being impacted or avoided. If plan sheets that don't show resources are included, they serve a purpose in understanding impacts to resources.
			Plans show location of impacts using color shading and call-out boxes are provided for all resource impacts indicating impact type, dimensions (L x W x D), LF (streams only), ac, and CY
			All resources are appropriately named and match the waters report
			Flow direction of streams is noted on plans
			Existing and proposed structures are depicted and labeled including dimensions
			Long profile view is included that shows riprap flush with stream elevations and culvert sump (if applicable)
			Cross sections are provided for stream impacts with labels for the OHWM and flow-line elevation
			Cross sections are provided for all wetland impacts with a label showing the boundary of the wetland
			Permanent and temporary impacts are clearly depicted on separate plan sheets. These can be addressed on the same plan page so long as each can be clearly reviewed.
			Temporary measures are properly depicted, such as construction access, pumparound, dewatering, and erosion control if applicable
			Restoration plan included, not just as a callout, with an appropriate seed mix for the area of disturbance (if standard mix, spec should not be attached). Where erosion control blankets are used, the plans indicate that they will be biodegradable, with loose-woven/leno-woven netting and reference the appropriate RSP.
			Tree clearing areas are depicted and include callout(s) for impact acreage
Waters Report			
			Most recent approved report with EWPSO signature is included
			Waters report is not expected to expire before permits are obtained (<5 years from field investigation)
			Waters report information is consistent with the rest of the application
DNR EC and USFWS Section 7 Documents			
			If DNR coordination letter requires specific action for ETR species or habitats, these are addressed in project description and plans
			If additional state-listed species, properties, or habitats are identified that require additional coordination, that documentation is included
			USFWS species list, concurrence or consistence letter, and IPaC questionnaire is included. If not NLAA, additional coordination is included.
			If additional federally endangered species are identified that are not covered by IPaC (e.g. mussels, birds, insects) additional coordination is included
Section 106 Documents			
			Appropriate MPPA Appendix is included, with applicable conditions highlighted; if Category B, INDOT CRO review is required
			If MPPA doesn't apply, SHPO final effect letter is included
Hydraulics Memo/Scour Report			
			Completed INDOT Hydraulics Memo/Scour Report is included, if applicable
Notes			