

Land Use Discipline Report Checklist

Project Name: _____ Job Number: _____

Contact Name: _____

Date Received: _____ Date Reviewed: _____ Reviewer: _____

(SAT = Satisfactory; INC = Incomplete; MIS = Missing; N/A = Not Applicable)

Answers are required for questions which have no N/A box.

A Land Use Discipline Report can be highly detailed or extremely concise depending upon the level of impact or controversy. Project teams should take care to “right-size” the discipline report so it adequately addresses the impacts and controversy without over-analyzing or providing unnecessary information (Section 450.04).

I. Summary

This section should summarize key information in sections II through VII of the report and present any conclusions reached. It should be written in “[Plain Talk](#)” language.

SAT INC MIS N/A

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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Introduction: State the purpose of the report and summarize your methods and sources of information. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Project Description: State the project Purpose and Need, describe the project, and identify the alternatives included in the study. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Existing Conditions: Summarize the existing land uses, planned land uses, resource lands, and development trends in the study area. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Impacts: Summarize any direct and indirect land use impacts of the project and indicate whether the project is likely to have more than a moderate effect on land use in the study area. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. Consistency with Land Use Plans and Implementing Regulations: Summarize the analysis of consistency with land use plans and implementing regulations, including county-wide planning policies. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. Mitigation: Summarize any mitigation and enhancement measures to address direct and indirect land use impacts or reconcile inconsistencies with planned land use and implementing regulations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | G. Conclusions: State the conclusions of the analysis and clearly articulate reasoning to support conclusions. |

II. Introduction

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|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A. Project description, a general description of the system improvement. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | B. Purpose and Need. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | C. Project alternatives. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | D. Project benefits. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | E. Vicinity Map showing the project location and alternatives. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. Configuration of proposed improvement (highway cross section) |
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III. Studies and Coordination

Agencies consulted and data sources used in the analysis.

SAT INC MIS N/A

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|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A. List the local agencies with jurisdiction in the study area and briefly describe how they were involved in the analysis. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | B. Describe datasources and constants used in the analysis. layers showin buildable lands, zoning, critical areas, etc) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. List the growth rate, population and employment figures used and the source of the information. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Show current zoning, planned zoning, critical areas, and resource lands and the source of the information. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Describe buildable lands by resource type and data source |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. For more complex and controversial projects describe rationale for selecting these data sources, potential limitations and steps taken to address limitations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | C. Describe the methodology used in the analysis. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. If an expert panel was used, list panel members, their credentials, and reason for selection. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. For more complex and controversial projects describe rationale for selecting the methodology, potential limitations and steps taken to address limitations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | D. Describe the study area. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. For more complex and controversial projects describe rationale for establishing the study boundaries and participants in the discussion. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | 2. Map the study area showing jurisdictional boundaries, project limits and alternatives (use air photo as base layer). |

IV. Existing Conditions

SAT INC MIS N/A

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|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A. Describe existing land use and zoning in the study area by category (residential, commercial, industrial etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Identify and describe designated resource lands (agricultural, mineral, recreation) identified in the current adopted comprehensive plan. Illustrate existing land uses with a map |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Describe prime, unique, and state or locally significant farmland protected under the Farmland Protection Policy Act, if applicable. Include NRCS form.(|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Identify and describe Section 4(f) properties in the study area. Refer to information collected in the Section 4(f) evaluation (see Chapter 458), do not duplicate analysis. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Identify and describe properties that may require Section 6(f) conversion because of project. (See section 450.07). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | B. Describe planned land use by category in the study area. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Describe goals and objectives of applicable adopted Federal, State, local, regional plans that relate to the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Describe how the project is consistent with applicable adopted Federal, State, local, and regional plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | C. Describe development trends in the study area. |
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V. Impacts and Benefits

This section should describe the direct and indirect land use impacts due to the project. Describe (and quantify where possible) the following by alternative:

SAT INC MIS N/A

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|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A. Direct Impacts. Describe any direct land use impacts of the project, including any caused by full or partial property acquisitions, disturbance during construction, and changes in existing access. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Short-term impacts caused by project construction. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Long-term impacts caused by the project. (Table quantifying the amount of property directly impacted by land use type). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | B. Indirect Impacts. Describe any indirect land use impacts caused by the project. The discussion should address the issues listed below: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Is the growth resulting from the indirect project effects part of the planned growth in the project area? |

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Is the growth resulting from the indirect project effects occurring faster than the planned growth in the project area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Is the growth resulting from the indirect project effects occurring in the same location as the planned growth in the project area? |
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VI. Mitigation

SAT INC MIS N/A

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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Direct Impacts. Describe any potential or recommended mitigation and enhancement measures for addressing the direct land use impacts of the project. Include actions taken to avoid and minimize direct impacts. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Indirect Impacts. Describe any potential or recommended mitigation and enhancement measures for addressing any indirect land use impacts of the project. Consider impacts caused by increases or decreases in accessibility or mobility, or changes in noise, air quality, or visual quality in the project area. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Consistency with Land Use Plans and Implementing Regulations. Describe any potential and/or recommended mitigation for reconciling any inconsistencies with land use plans and implementing regulations, or provide justification for proceeding without full reconciliation. |

VII. References

SAT INC MIS N/A

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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. List all published sources of data and other information used in preparing the report. |
|--------------------------|--------------------------|--------------------------|---|

General Comments: _____
