

INSTRUCTIONS FOR COMPLETING THE NORMAL AND  
SPECIAL ENVIRONMENTAL CLEARANCE FORM FOR  
HOUSING PROJECTS

I. GENERAL INSTRUCTIONS

This form combines HUD's Normal and Special Environmental Clearances and provides for a detailed and systematic assessment of a potential housing site and its environment. It covers both environmental and marketability issues. The following describes in brief the procedures to be followed in completing the form.

RATING

Based on the best available information, supplemented as necessary, each environmental component is to be rated as follows:

- A The component is acceptable. There are no special problems associated with this item. Adverse impacts are negligible; other effects are neutral or beneficial.
- B The component is questionable. Problems associated with item call for discretion in granting environmental approval to the project. Ameliorative measures should be pursued and may be mandated by specific environmental or program policies.
- C The component is undesirable or unacceptable. Problems associated with this item are serious and rejection may be mandated by specific environmental or program policies. Ameliorative measures should be vigorously pursued. Approval is allowed only when justified by a careful examination and comparison of alternatives.
- NA The environmental factor is not applicable to this project. For example access to local schools is not applicable to elderly housing projects; coastal zone environmental policies do not apply to inland projects, etc.

SOURCE/DOCUMENTATION

The Environmental Clearance Form, plus the supporting evidence constitute the complete Environmental Clearance for the project. In the column marked "source/documentation", refer to specific attachments or to specific portions of the project file or "FO" (Field Observation) for observations made during the field inspection which were used as the

11/74

---

4010.1 CHG

APPENDIX A

---

basis for the indicated rating. Documentation may include studies or portions of studies conducted by others, written explanations and clarification by the reviewer based on field visit, or conversations with experts, or it may include maps, or other information used as the basis for the rating and conclusions on the form. Where material is of a nature that cannot be attached or inserted in the project files, it should be referenced on the form.

## II. SPECIFIC INSTRUCTIONS

(Items correspond to designation on clearance form)

### A. PROJECT IDENTIFICATION.

Self-explanatory

### B. COMPLIANCE WITH APPLICABLE STANDARDS AND PLANS

1. Self-explanatory
2. Self-explanatory
3. Self-explanatory
4. The following environmental policies and regulations are applicable

#### Historic Properties

- National Historic Preservation Act of 1966 (PL 89-665); esp. Sec 106
- Preservation of Historic and Archiological Data Act of 1974 (PL 93-291)
- EO 11593, Protection and Enhancement of the Cultural Environment 1971
- Procedures for Protection and Historic and Cultural Properties, Advisory Council on Historic Preservation, 36 CFR 800.

#### Noise

- HUD Handbook 1390.2, Noise Abatement and Control, Departmental Policy, Responsibilities and Standards,

1971.

---

11/74

Page 2

---

4010.1 CHG

APPENDIX A

---

Flood Plain

- Flood Disaster Protection Act of 1973 (PL 93-234), and implementing regulations.
- Title 24, Chapter X, Subchapter B, National Flood Insurance Program

Coastal Zones and Wetlands

- Coastal Zone Management Act of 1972 (PL 92-583). Also, any applicable State legislation or regulations

Air Quality

- Clean Air Act and Clean Air Act Amendments of 1970 USEPA Implementing Regulations, especially
  - National, Primary and Secondary Ambient Air Quality Standard 1971
  - Review of Indirect Sources, 1974
  - Applicable State legislation or regulations

C. SITE SUITABILITY ANALYSIS

This section is designed to determine if the sits and surrounding area represents a suitable living environment for project residents, including whether it is adequately served by community services and utilities. Issues concern the impact of the environment on the project.

Under "Facilities and Services" (Items 11-19), a separate rating is required for (1) access to the facility or service, and (2) adequacy of the facility or service.

In order to clarify the meaning of terms used on the form, the following is a listing of representative issues. They are presented in the form of questions

to simplify discussion.

1. Slope Stability

Will the project be subject to hazardous landslides, falling rock, or other unstable slope conditions due to site topographic or geologic conditions?

---

Page 3

11/74

---

4010.1 CHG

APPENDIX A

---

2. Foundation Conditions

Can excessive deformations of foundations occur because of changes in moisture content, soil swelling or shrinkage, frost action on soils, liquifaction, substantial soil loss from construction practices, water or wind erosion, inadequate weight bearing capacity, or subsidence due to sink hole, mine excavation or water withdrawal?

3. Terrain

Is the site subject to unusual terrain features such as steep slopes, abutting rock formations, or other conditions effecting construction, drainage, or livability. Does the proposed development appear to take advantage of the natural features of the site and area?

4. Soil Permeability

Will impermeable layers such as clay affect construction, drainage, or water infiltration required to replenish ground water supplies? Will impermeable layers result in groundwater contamination due to septic tank or well development?

5. Groundwater

Is the site subject to rapid water withdrawal problems which change the depth or character of the water table, affect water supply, septic tank use or vegetation?

6. Natural Hazards

Are there unusual risks from natural hazards such as geologic fault, flash floods, volcanic activity, mudslides or fires, or from the presence of ponds, or hazardous terrain features?

7. Man-made Hazards

Are there unwarranted risks from man-made hazards such as inadequate separation of pedestrian and vehicular traffic, roadway design or lack of traffic control, visual obstructions, improper use of materials, or presence of hazardous materials such as uranium mill tailings, or liquid petroleum

---

11/74

Page 4

---

4010.1 CHG

APPENDIX A

---

storage areas, or the presence of potentially hazardous industrial activity or material in the surrounding area?

8. Nuisances

Is the site subject to nuisances from odors, vibrations, unsightly areas, nearby landfills, inconveniences or other nuisances?

9. Compatibility in Use and Scale with the Surround Area

Is the project compatible with the surrounding area in terms of land use density, scale, mass, texture and architectural design?

10. Neighborhood Character

Is the project location in an area of physical deterioration, or physical investment? Is it in an area of transition in terms of density or types of land use? Is the development taking place or anticipated in the area compatible with the project?

11. Elementary Schools

Does the project location provide for adequate and safe access to school for elementary school age children?

12. Junior and High Schools

Does the project location provide adequate and safe access to school for junior and high school age children?

13. Employment

Is there adequate access to employment opportunities for proposed occupants? Is there an adequate supply of employment opportunities considering the skill and income requirement of proposed occupants?

---

4010.1 CHG

APPENDIX A

---

14. Shopping

Is there adequate and convenient access to shopping.

Are the retail services available to the project adequate to meet the needs of proposed occupants?

15. Park, Playground and Open Space

Is there adequate and convenient access to parks, play-grounds and functional open space areas?

Are the park, playgrounds and open space facilities in the project and surrounding area adequate to meet the needs of proposed occupants?

16. Police and Fire

Does the project location allow for adequate access for police and fire protection services?

Are the police and fire protection services available to the project adequate to meet the project needs?

17. Health Care and Social Services

Is there adequate access to hospitals, emergency facilities, clinics and doctor services?

Are the medical services adequate to meet the needs of the residents?

Does the location provide convenient access to social services offered by the community such as day care, youth services and special assistance to the aged if required by the proposed occupants?

Are the social services offered adequate to meet special needs of the residents?

18. Transportation

Do proposed occupants have convenient access to community transportation services?

Are the transportation services serving the project adequate to meet the project needs in terms of destinations, schedules and transfer requirements?

---

11/74

Page 6

---

4010.1 CHG

APPENDIX A

---

Are roads adequate for private transportation?

19. Other Services

Identify and rate other services not listed above (e.g. cultural) which may be applicable for the proposed occupants.

20-25. Utilities

Will the utilities listed adequately serve the proposed occupants?

D. See para. 8-3, HUD Handbook 4010.1.

E. IMPACT ON THE ENVIRONMENT

This section is designed for determining how the project will impact on the environment of the site and surrounding area and on the delivery of services elsewhere in the community.

1. Impact on Unique Geological Features or Resources

Will project location, construction or activities of project residents adversely impact unique geologic features on or near the site?

2. Impact on Rock and Soil Stability

Will the project have an adverse impact on rock and soil stability due to weight of buildings on surficial materials, liquifaction or water infiltration into surrounding soils from man-made impoundments, or transport route construction?

3. Impact on Soil Erodability

Will the project make the area substantially more susceptible to erosion because of grading, inadequate vegetive cover during or after construction, inadequate drainage plan or other causes?

4. Impact on Groundwater (level, flow and quality)

Will the project impede natural drainage patterns, which cannot be corrected, cause alterations in stream channel form, or otherwise affect groundwater movement?

Will construction over recharge areas substantially affect aquifer yields or water quality?

Will erosion or increased weathering rate of bedrock result in groundwater contamination?

5. Impact on Open Streams and Lakes

Will erosion, increased runoff, or wastes from the project contaminate open streams and lakes? Will disruptions of water flow affect the characteristics of open streams and lakes?

6. Impact on Plant and Animal Life

Are there unique species of plant or animal life particularly susceptible to adverse impact from construction and human habitation?

Is there vegetation present, the loss of which would deny habitat to unique wildlife species, or to a

substantial number of different animals? Will such vegetation be preserved?

Will plant or animal life be adversely affected by disruptions to the nutrient cycle or hydrologic balance?

7. Impact on Energy Resources

Are community energy supplies adequate to accommodate the energy consumption in the project? Are there indications that the project will promote inefficient energy utilization?

8. Impact on the Social Fabric and Community Structures

Will the project substantially change the income, racial, ethnic or age distribution of the neighborhood or community?

9. Displacement of Individuals or Families

Will the project displace individuals or families?

Will the project destroy or relocate existing jobs, community facilities or small business enterprises?

Is there an adequate relocation plan?

---

11/74

Page 8

---

4010.1 CHG

APPENDIX A

---

10. Impact on Aesthetics and Urban Design

Will the project adversely affect the aesthetic image of the surrounding area? Will the project block views? Is the proposed design integrated with the area in which it is located?

11. Impact on Existing or Planned Community Facilities

Is the capacity of the listed community facilities (11-19) adequate to accommodate the higher utilization resulting from the project? Will the availability or quality of the service from the facilities suffer as a result of project usage? Will the project push the facility's utilization rate close to capacity?

- F. The reviewer is to give a summary evaluation of the project impact on the issues contained in D in order to determine if further analysis is necessary. This allows the reviewer to record unusual cases in which a project below Special Clearance size thresholds has notable impacts on the environment despite its small size. Also in this section consider changes in site design.
- G. In this section the reviewer should determine how the environmental impact of a project interacts with other planned or anticipated development. The reviewer must then indicate the strategy established for incorporating cumulative impacts of developments in that area into this and other project level decisions.
- H. LOCATION AND MARKET (See HUD Handbooks 4150.1 and 4465.1)
- I. ENVIRONMENTAL FINDINGS

Findings relate to the disposition of the project and the level of environmental clearance required. The comment section should contain further justification of the finding which is not self evident in previous sections of the form (e.g. analysis and comparison of alternative to a proposed project which involves an unacceptable rating on some component), or other clarifying remarks.

---

Page 9

11/74

---

4010.1 CHG

APPENDIX A

---

- J. REVIEW AND COMMENT OF ENVIRONMENTAL CLEARANCE OFFICER

Comments of the Environmental Clearance Officer must cover four items: (1) completeness of the review, (2) adequacy of supporting documentation, (3) assigned ratings and (4) the finding. The ECO is also required to make recommendations on each of the four items.

- K. INSTRUCTIONS BY CHIEF UNDERWRITER

Self-explanatory.

---

11/74

Page 10