US Army Corps of Engineers ®
St. Paul District

As-Built Requirements for Mitigation Banks and In-Lieu Fee Sites
September 2023

Project Specific Information
Compensation Site:
ORM Number:
Date:

Sponsors for compensatory mitigation banks or in-lieu fee sites must submit as-built documentation of site construction, seeding and planting to the Corps as part of credit release requests. At a minimum, the information the sponsor must submit as part of the as-built documentation shall include a construction report that is signed and certified by the applicant's engineer that includes the certified as-built drawings and representative photos. The project sponsor should work with the Corps PM to schedule a site visit after they submit the as-built documentation, or can work proactively before submittal to schedule a visit for a date when they expect to have construction complete. The Corps Project Manager (PM) will conduct a post-construction site inspection to field verify the as-built documentation before approving the release of credits. In some cases, a site visit will be warranted before the submission of a certified as-built to prevent delays with the as-built credit release during winter months. In these cases, the sponsor should provide the Corps PM with enough information to verify that the mitigation site has been constructed to plan. The Corps will consider site visits prior to the submittal of a certified as-built on a case-by-case basis.

The Corps intends for sponsors to use this checklist to ensure that they have completed construction of the project in its entirety and that they have submitted proper documentation to the Corps to demonstrate eligibility to receive an as-built credit release. The checklist is divided into two categories. Category 1: As-built Construction Checklist. These are the standard requirements that the sponsor needs to complete for the Corps to determine that the project has been constructed in its entirety. Category 2: As-built Credit Release Documentation. This is a list of documentation that the sponsor should submit with the as-built plan and credit release request. The submission of high-quality documentation can prevent delays in the release of credits.

1. As-built Construction Checklist – The Corps generally considers meeting every applicable item in this list a requirement of full construction and necessary for as-built approval.

☐ Construction: The sponsor documented that construction of the mitigation bank was completed as approved in the mitigation plan. The sponsor surveyed and documented any minor changes to the design in the as-built drawings. The sponsor received prior approval from the Corps, in consultation with the interagency review team (IRT), for any major changes to the design (e.g., a major change in height of a control structure or addition of a control structure).

☐ Signs: Signs are in place around the easement.

☐ Seeding: The sponsor seeded all restored upland buffers and wetland basins within the mitigation bank easement as approved in the mitigation plan.

☐ Woody plantings: The sponsor completed all woody plantings within the mitigation bank easement and any associated fencing is in place.

☐ Monitoring wells: The sponsor installed all monitoring wells in the locations approved in the mitigation plan and included complete well installation logs in the as-built report. Refer to attachment for well log template from Corps Technical Note TN-WRAP-05-2. (The full TN-WRAP-05-2 document should be utilized for well installation). Note, if the sponsor is constructing in the fall and will not install wells until spring, they can submit the as-built construction checklist without confirming well installation and instead submit this documentation in the spring once completed.

2. As-built Credit Release Documentation: Documentation to submit to the Corps when requesting the as-built credit release.

☐ "Release of Credits" requirements as stated in the MBI. These requirements will be unique to individual mitigation banks and could include the following:

☐ Recording of the conservation easement (Required).

☐ Copy of title insurance policy (with Gap Endorsement) accepted by the State in which the mitigation bank was approved; or proof of payment and a proforma policy accepted by the state, which scheduled delivery of the final title insurance policy (Required).

☐ Delivery of any financial assurance required by the MBI (if applicable).

☐ Delivery of geospatial data for the recorded conservation easement.

☐ Any other "Release of Credits" requirements specifically mentioned in the MBI (if applicable).

☐ The sponsor is required to submit a construction report that includes the certified as-built drawings, installed monitoring well locations and installation logs, seed tags, applied seed rates and seeding locations. The associated as-built drawings should be prepared by the individuals responsible for quality assurance during project installation. A red ink pen (or red lines in AutoCAD) shall be used for recording changes. All changes in notes, measurements, elevations and other details shall have the original crossed out with a single line and the as-built value written adjacent and highlighted somehow (ex. "boxed"). The individual certifying the as-built drawing shall do so in accordance with state law regarding engineering licensure and plan sealing. The preparation and certification of as-built drawings is generally completed on a copy of the signed engineered drawings and may include the following as applicable, depending on the scope of work completed:

- ☐ All final elevations (cut/fill, embankments, structural, pipe inverts, etc.) and measurements/dimensions.
- ☐ Final slopes, widths etc. of notable constructed earthen features (embankments, ditch plugs, berms, channels, spillways, etc.).
- ☐ Final locations of structural elements and appurtenances.
- ☐ Locations of utilities discovered during construction.
- ☐ Identify any substituted materials from the design.
- ☐ Any major geologic differences or issues encountered during construction.
- ☐ Locations of survey control points used not included on the original drawings.
- ☐ Name of contractor or persons that performed the work.
- ☐ Any other pertinent information that may be useful at a later date.

☐ Documentation demonstrating that the easement boundary has been marked. For example, pictures of easement signs along the mitigation bank easement boundary.

☐ Seed tags, contractor receipts, seeding rates, seeding maps or other documentation confirming seeding has taken place in accordance with the plan (Required). The certifying individual must identify any species substitutions and include the rationale for each substitution (Ex. Species not available from local supplier).

☐ Woody planting documentation (if required).

☐ Completed well installation logs confirming the sponsor installed the wells correctly per Corps/BWSR guidance and did not penetrate a restrictive soil layer. Refer to attachment for well log template from Corps Technical Note TN-WRAP-05-2. (The full TN-WRAP-05-2 document should be utilized for well installation). Note, if the sponsor is constructing in the fall and will not install wells until spring, they can submit the as-built construction checklist without confirming well installation and instead submit this documentation in the spring once completed.

☐ Construction photos documenting that the sponsor completed all relevant restoration work in compliance with the approved mitigation plan such as, but not limited to, disabling and daylighting tile or construction of clay cores or other features that will not be visible post construction.

APPENDIX A. SOIL CHARACTERIZATION DATA FORM

Soil Characterization Data Form

Project Name_____ Date_____
Personnel_____ Soil Pit ID_____

Horizon Depths (inches)	Texture	Matrix Color (Munsell moist)	Redoximorphic Features		Induration (none, weak, strong)	Roots
			Color	Abundance		

Comments:

APPENDIX B. MONITORING WELL INSTALLATION DATA FORM

Monitoring Well Installation Data Form

Project Name _____ Date of Installation _____
Project Location _____ Personnel _____
Well Identification Code _____

Attach map of project, showing well locations and significant topographic and hydrologic features.

Characteristics of Instrument:
Source of instrument/well stock _____
Material of well stock _____ Diameter of pipe _____
Slot width _____ Slot spacing _____
Kind of well cap _____ Kind of well point/end plug _____
Installation:

Was well installed by augering or driving? _____
Kind of filter sand _____ Kind of bentonite _____
Depth to lowest screen slots _____ Riser height above ground _____

Was bentonite wetted for expansion? _____
Method of measuring water levels in instrument _____
How was instrument checked for clogging after installation? _____

	Soil Characteristics					
			Redoximorphic Features			
Instrument Diagram[a]	Texture	Matrix Color	Color	Abundance	Induration (none, weak, strong)	Roots

[a]Show depths (heights) of riser, well screen, sand pack, and bentonite in relation to soil horizons.