

PROCEDURAL CHECKLIST FOR DEVELOPMENT AND REDEVELOPMENT



ADOPTED BY EXECUTIVE COUNCIL 8/12/2024

THIS CHECKLIST IS INTENDED TO GUIDE BAY MILLS INDIAN COMMUNITY TO TAKE A PROACTIVE APPROACH TO DEVELOPMENT AND REDEVELOPMENT PLANNING. THIS CHECKLIST IS A TOOL FOR DEPARTMENTS, COMMITTEES, AND LEADERSHIP TO REVIEW A PROPOSED PROJECT WHILE IN IT'S INFANCY.

1

EXECUTIVE MANAGEMENT REVIEW

- Present proposed development/redevelopment to appropriate Executive Manager
- Determine if there are competing proposals for the same site

2

LAND OFFICE DESKTOP GIS REVIEW

Please allow 5 business days for the request to be processed

- Review maps with BMIC Land Office.
- Review ownership/leases
- Review in correlation with Comprehensive Plan/Land Use Plan
- Map Township/Range/Section/Quarter Section of Proposed Area
- Map Soils and Drainage
- Map Topography and Surface Water Hydrology- both Ephemeral and Permanent Streams, including 100' buffer
- Map 100-year Floodplain, including 100' buffer
- Map Threatened and Endangered Species; determine if a Threatened and Endangered Species clearance letter

3

EXECUTIVE COUNCIL REVIEW

- Present proposed development/redevelopment to Executive Council to determine whether or not to proceed.

4

BIOLOGICAL SERVICES REVIEW

Please allow 30 business days for the request to be processed

- Map Vegetation Cover Type/Wetland Classification (This will determine if a Wetland Delineation Survey is needed)
- Request a Phase 1 ESA report if known historical contamination/current contamination of proposed site and surrounding area

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THPO REVIEW

Please allow 30 business days for the request to be processed

- Review Map of Township/Range/Section/Quarter Section
- 50' buffers from identified sites
- Provide THPO Review Letter

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CONSTRUCTION MANAGER REVIEW

Please allow 5 business days for the request to be processed

- Review map of soils and drainage
- Review map of topography, hydrology, and 100-year floodplain
- Review utility hook-up potential
- Review road access potential and zoning requirements
- 100' setback from Lake for septic systems, etc.
- Assess need for permits

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TEAM REVIEW

- Team review with Tribal Manager, Land Office, THPO, Biological Services, Construction Manager, and Legal

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ADDITIONAL COMMITTEE/DEPARTMENTAL REVIEW

- Review proposal with Materials Management Committee
- Review proposal with Climate Change Committee
- Review proposal with Transportation Planner- road access, trails, and walkability

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OTHER CONSIDERATIONS, IF WARRANTED

- BIA Phase 1 Archeological Study
- BIA Forestry Department Timber Cruise/ Timber Sale
- Phase II, BEA, and/or Due Care, if applicable
- BIA Forestry Department Timber Cruise/ Timber Sale

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ADDITIONAL STEPS

- Present project to Executive Council
- Introduce project to BMIC Grants Department- follow Grants Policy and Procedures, and prepare the necessary documents; such as, clearance surveys, environmental narratives, and NEPA (if applicable)
- Request for Quotes for Architecture and Engineering Services; attach Green Buildings Checklist to RFQ (if applicable)