

# PRE-ACTIVITY MEETING FORM



<b>Project Number:</b>	<b>District:</b>	<b>Res. Engr.:</b>
<b>Counties:</b>	<b>Route:</b>	<b>Location of Meeting:</b> <small>(The meeting MUST physically take place on-site)</small>
<b>Total Authorized Acreage:</b>	<b>Receiving Waters:</b>	
<b>Prime Contractor:</b>	<b>Date Compliance &amp; Envir. Specialist Designated:</b>	
<b>Date of Grading Pre-Activity Meeting:</b>		<b>Date RE Assigned:</b>
<b>Date Water Pollution Control Manager Assigned:</b>		
<b>Is Staff Properly Trained?:</b> Yes      No		
<b>Sub-Contractors Involved :</b>		
<small><i>If the prime contractor designates someone from a sub-contractor to be the Project Manager in responsible charge of grading and erosion control operations, including authorization to sign change orders and make all decisions related to grading operations, then that person shall attend this meeting.</i></small>		
<b>Initial BMP installation Date(s):</b>		
<b>Anticipated Commencement of Construction Activity Date:</b>		
<b>Handouts / Provide copies to share:</b>		

U      **Agenda:**

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## ATTENDEE SIGN-IN SHEET

<b>Contract ID:</b>			
<b>Name</b>	<b>Organization</b>	<b>Title</b>	<b>Phone #</b>

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**OPTIONAL MEETING MINUTES:**

**DATE OF MEETING:**