

PROJECT CHECKLIST

PCN _____

ACTIVITY (Milestones in Bold)	Date Requested	Date Completed
1. Review & Update Scope (if necessary)	_____	_____
2. Request / Receive Traffic Census Data from Data Inventory (if necessary)	_____	_____
3. Perform Traffic Analysis Recommendations (if necessary)	_____	_____
4. Request / Receive Survey	_____	_____
5. Request Established Existing ROW (if necessary)	_____	_____
6. Develop Preliminary Lighting/Signal Design	_____	_____
7. Request Needed ROW (if necessary)	_____	_____
8. Prepare Cost Estimate for Lighting Project (if necessary)	_____	_____
9. Send Preliminary Layout to Railroads or Aeronautics (if necessary)	_____	_____
10. Request Preliminary Traffic Control from Region / Area Office	_____	_____
11. Schedule Preliminary Design Meeting/Inspection	_____	_____
12. Conduct Preliminary Design Inspection and Provide Summary Letter	_____	_____
13. Request Additional Survey (if necessary)	_____	_____
14. Perform Preliminary Design Inspection Revisions	_____	_____
15. Request / Receive Footing Data from Geotechnical Office & Bridge Office	_____	_____
16. Submit Plans to ROW / Utilities	_____	_____
17. Revise Cost Estimate for Lighting Project (if necessary)	_____	_____
18. Request Final Plans (if necessary)	_____	_____
19. Receive Final Plans	_____	_____
20. Prepare Special Provision Checklist	_____	_____
21. Route Final Plans to Traffic Squad for Internal Review	_____	_____
22. Receive Review Comments	_____	_____
23. Revise Final Plans and Special Provision Checklist (as required)	_____	_____
24. Send Final Plans to DOT Review (FHWA if required)	_____	_____
25. Receive Review Comments	_____	_____
26. Revise Final Plans and Special Provision Checklist (as required)	_____	_____
27. Respond to DOT Comments (FHWA if required)	_____	_____
28. Submit Plans to Bid Letting	_____	_____
29. Send out Plan Revisions for Addendum (if necessary)	_____	_____
30. Send out Plan Revisions for Construction Change Order (if necessary)	_____	_____
31. Respond to Shop Drawing Review	_____	_____

PLAN CHECKLIST

PCN _____

The following checklist should be completed prior to scheduling the Preliminary Design Inspection.

CONSTRUCTION PLANS

Title Sheet

Project Number
Type of Project
Location Map
Begin and End of Project Limits
"Not For Construction" Background

Plan Sheets

Horizontal Alignment Data
Existing Topography Features
Existing and Proposed Curb & Gutter
Existing and Proposed Pole Locations
ROW Lines Labeled
Proposed Pavement Markings
Conduit Sizes and Locations
"Not For Construction" Background

ITEMS or INFORMATION NEEDED AT INSPECTIONS

Central Project File, Surfacing Recommendation, Field Notes
Current PCN Schedule w/ Letting Date
Designers List of Unanswered Questions
Aerial Photos
Camera, Scale, Calculator, Note Pad, Tape Measure
Grading Plans