

Policy: 2440-1- Field Plan Review Inspections
Section: Plan Review
Office/Department: Office of Engineering Services

Reports To: Chief Engineer
Contact: 404-631-1000

The purpose of this document is to identify the procedures and the necessary documents required in order for Field Plan Review Inspections to occur.

A. REQUEST FOR A PRELIMINARY FIELD PLAN REVIEW INSPECTION

The Preliminary Field Plan Review request should be submitted by the Project Manager to the Office of Engineering Services a minimum of 20 weeks prior to the Right of Way Authorization Date and shall include all items listed in the [PFPR Checklist](#). The PFPR Request Submittal should be sent to the personnel listed on the [GDOT Standard Distribution List](#).

Note: Failure to provide adequate plans and all of the required information with the Preliminary Field Plan Review Inspection request will delay the scheduling of the Inspection.

B. REQUEST FOR FINAL FIELD PLAN REVIEW INSPECTION

The Final Field Plan Review request should be submitted by the Project Manager to the Office of Engineering Services a minimum of 28 weeks prior to the Management Let Date and shall include all items listed in the [FFPR Checklist](#). The FFPR Request Submittal should be sent to the personnel listed on the [GDOT Standard Distribution List](#).

Note: Failure to supply complete plans and Project Specific Special Provisions, and all of the required information with Final Field Plan Review Inspection request will delay the scheduling of the Inspection.

C. SCHEDULING OF THE FIELD PLAN REVIEW INSPECTION

The Scheduling Letter will include the following:

- Project description
- Time, date & location of meeting
- Identification of Coordinators - Personnel responsible for obtaining the information and providing the coordination necessary for the field plan review.
- A request that the bridge endrolls be staked out prior to the meeting, if applicable
- A request that the centerline be staked out prior to the meeting on new location projects.
- Identification of offices requested to send representatives

Note: The Office of Engineering Services may request the District Construction Engineer to schedule and conduct Preliminary or Final Field Plan Review Inspections for some projects. The Office of Engineering Services will provide written comments prior to the date of the Preliminary or Final Field Plan Review Inspection. The Preliminary or Final Field Plan Review Inspection Report should be submitted to the Office of Engineering Services for approval and distribution.

D. DISTRIBUTION OF PLANS AND SPECIAL PROVISIONS FOR FIELD PLAN REVIEW INSPECTIONS

Distribution of plans and Project Specific Special Provisions to other Offices for Field Plan Reviews shall be made by the Project Manager at the same time distribution is made to Engineering Services. Plans and Project Special Provisions shall be sent to the Offices noted on the [GDOT Standard Distribution List](#).

Note: All plans and Project Specific Special Provisions must be received by the offices sending representatives to the meeting no later than the date specified in the scheduling letter or the Inspection will be canceled.

E. PARTICIPATION FOR FIELD PLAN REVIEW INSPECTIONS

All Offices participating in the Field Plan Review, including Coordinators and other delegated representatives, are expected to review the plans and Special Provisions, provide written comments to the Office of Engineering Services prior to the date of the Field Plan Review, and attend both the Office and Field portion of the Field Plan Review.

F. IMPORTANT LINKS

- [Standard Pavement Sections for Minor Projects](#)

References:

History:

annual review: 03/03/22;
added to TOPPS: 08/1/97