

**Form Word:** 2440-1b - Final Field Plan Review Inspection Checklist

**Section:** Plan Review

**Office/Department:** Office of Engineering Services

**Reports To:** Engineering Services

**Contact:** 404-631-1000

### FINAL FIELD PLAN REVIEW INSPECTION REQUEST CHECKLIST

The following Checklist **shall** be completed by the Design Phase Leader and submitted when a Final Field Plan Review Inspection is requested. **All** necessary items are required in order to schedule a Final Field Plan Review Inspection. Failure to do so will delay the FFPR. Note: The Project Review Engineer may grant exceptions to these requirements.

The request **shall** include:

- Transmittal letter including description of project
- Printout of the Project Cost Estimate from GDOT 411 or AASHTOWare Project Estimation
- Environmental “Green Sheet” (Signed by the Project Manager)
- Written certification stating that the current design for the proposed project is consistent with the approved RTP/TIP/STIP **or** that the design or concept has not changed since the letter issued by the Office of Planning at the PFPR Stage. For projects in the non-attainment areas the certification should come from the State Transportation Planning Administrator. For other projects, including projects exempt from ~~for~~ air quality analysis, written certification comes from the Design Phase Leader/Engineer of Record.
- The completed plans (one (1) 11x17 set) **shall** include all plans that will be part of the contract. Examples are:
  - Roadway Plans
  - N/A Approved Bridge Plans (with approval letter/email from the Office of Bridge Design)
  - N/A Approved Special Design Wall Plans (with approval letter/email from the Office of Bridge Design)
  - N/A Retaining Wall Plans
  - N/A Noise Wall Plans and Details
  - N/A Signing and Marking Plans
  - N/A Erosion, Sedimentation and Pollution Control Plan
  - N/A Traffic Signal Plans
  - N/A Staging Plans
  - N/A Staging Cross Sections
  - N/A Lighting Plans
  - N/A Utility (Existing and Proposed Relocations)
  - N/A Electrical, Gas, Water, and Sewer Plans (if included as a contract item)
  - N/A Restoration/Mitigation Plans
  - N/A Sediment Basin Construction Details
  - N/A Post Construction Stormwater BMP Construction Details and Grading Sheets

Additionally, the following information **shall** be submitted along with the FFPR Request:

- N/A All Project Specific Special Provisions
- N/A Copy of email to State Construction Office requesting the approval of SP 108.08 and SP 150.6
- N/A A+B Evaluation Tool
- N/A Bridge Design Special Provision Checklist
- N/A Earthwork Calculations Summary (mainline, side streets, and staging)

- (N/A) Approved Pavement Design: Minor Pavement Design  Pavement Evaluation Summary   
Pavement Design Package
- N/A Approved Soil Survey Summary Report
- N/A Approved Bridge Foundation Investigation Report
- N/A Approved Wall Foundation Investigation Report
- N/A Transportation Management Plan
- N/A Copy of approved Design Exceptions/Design Variances
- N/A Letter or email correspondence from Traffic Operations stating that a signal permit has been approved for each new traffic signal shown in the plans
- Q/A Certification (GDOT Plans - QA Checklist, Consultant Plans - QC/QA Certification Letter)
- Q/A Record and Redlined/Marked Up Plan Set (electronic only)
- N/A ESPC Plans Review QA Form

I certify that all required items have been submitted along with this Request for a Final Field Plan Review Inspection.

GDOT Project Manager Number	Office	Phone
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Design Phase Leader	Company/Office	Phone Number
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Project Number	County
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P.I. Number	Date Submitted
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## **References:**

## **History:**

last submission requirement added: 11/30/22;  
copied to GDOT Publications v.02: 03/15/12

Reviewed: 11/30/2022