



# GDOT Publications

## Policies & Procedures

**Form Word:** 2440-1c - Preliminary Field Plan Review Inspection Checklist

**Section:** Plan Review

**Office/Department:** Engineering Services

**Reports To:** Chief Engineer

**Contact:** 404-631-1000

### PRELIMINARY FIELD PLAN REVIEW INSPECTION CHECKLIST

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

The request **shall** include:

- Transmittal letter including description of project
- Project Data Sheet**
- Printout of the Detailed Cost Estimate report from GDOT 411
- Written certification from the Project Manager stating that a Public Interest Determination Procedure is applicable / not applicable for this project
- Copy of email correspondence from Environmental Services stating that it is acceptable to proceed to PFPR for federally or state funded projects
- Draft Environmental "Green Sheet" if commitments are known when PFPR requested
- Written certification stating that the current design for the proposed project is consistent with the approved RTP/TIP/STIP. For projects in the non-attainment areas the certification should come from the State Transportation Planning Administrator. For other projects, including projects exempt from air quality analysis, written certification comes from the Design Phase Leader/Engineer of Record.
- Or**  **N/A** Letter from the State Design Policy Engineer stating that the consultant's GPS/Control Package and Property/Survey Database meet the Department's accuracy standards (Applicable when field survey is provided by consultant for GDOT project or for locally administered project where GDOT is acquiring right-of-way and/or Letting the projects to construction).
- The plans, two (2) 11x17 sets, shall include the following information:
  - Cover Sheet
  - Index
  - General Notes
  - Typical Sections
  - Preliminary Summary of Quantities
  - Plan and Profile sheets (including horizontal/vertical alignments, pavement limits, construction limits)
  - Cross Sections
  - Preliminary Right of Way and Easements
  - Existing utilities (Note: Include SUE Conflicts Matrix, if applicable)
  - Or**  **N/A** Drainage profiles/drainage cross sections for outfalls and areas that require ROW/Easements (culverts, pipes, ditches and channels)
  - Or**  **N/A** Staging Plans
  - Or**  **N/A** Staging Cross Sections
  - Or**  **N/A** Approved Preliminary Bridge Layouts (with approval letter/email from the Office of Bridge Design)
  - Or**  **N/A** Retaining Wall locations and Wall Envelopes
  - Or**  **N/A** Preliminary Traffic Signal Plans (including strain poles, wheelchair ramps, concrete islands)
  - Or**  **N/A** Driveway locations and Driveway Profiles

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**Date Last Reviewed: 9/23/2020**

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- Or  **N/A** Sediment Basins (location size calculations and footprint)
- Or  **N/A** Post-Construction Stormwater BMP Grading Sheets
- Or  **N/A** Preliminary Erosion, Sedimentation and Pollution Plan for areas outside of C/F limits.

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

- Or  **N/A** All Draft Project Specific Special Provisions
- Or  **N/A** Draft SP 108.08 and SP 150.6
- Or  **N/A** Accepted Hydraulic Studies
- Or  **N/A** Capacity Analysis of major intersections
- Intersection Sight Distance (ISD) studies or Justification why ISD studies weren't provided
- Or  (**N/A**) Approved Pavement Design: Minor Pavement Design  Pavement Evaluation Summary   
Pavement Design Package
- Or  **N/A** Approved Soil Survey Summary Report
- Or  **N/A** Draft Post-Construction Stormwater Report
- Or  **N/A** Stormwater BMP Infiltration Report (only if infiltration BMPs are being proposed)
- Or  **N/A** Summary of Preliminary Earthwork Calculations (mainline, side streets and staging)
- Or  **N/A** Constructability Report
- Or  **N/A** Approved Stage 1 and Stage 2 Intersection Control Evaluation (ICE) Decision Records with supporting documentation for each intersection **or** ICE waiver form
- Or  **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
- Or  **N/A** Roundabout Performance Checks (fastest paths, design vehicle swept paths, OSOW check swept paths, stopping sight distance checks)
- Or  **N/A** Special Grading Drawings (required for roundabouts)
- Q/A Certification (GDOT Plans - Q/A Checklist, Consultant Plans – QC/QA Certification Letter)

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GDOT Project Manager

\_\_\_\_\_  
Office Phone Number

\_\_\_\_\_  
Design Phase Leader

\_\_\_\_\_  
Company/Office Phone Number

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
County

\_\_\_\_\_  
P.I. Number

\_\_\_\_\_  
Date Submitted

**References:**

None.

**History:**

revised: 09/23/2020;

5th bullet under additional information revised: 04/03/2020;

9th check box changed to 11x17, third check box from bottom revised, next to last check box added: 09/23/19;

copied to Publications: 03/15/12

Reviewed: 4/3/2020

Reviewed: 9/23/2020