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/Engineerof 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
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 A+B Evaluation Tool
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)

GDOT Project Manager

Office Phone Number

Design Phase Leader

Company/Office Phone Number

Project Number

County

P.I. Number

Date Submitted
References:
None.

History:
A+B Evaluation Tool added: 03/22/21;
copied to Publications: 03/15/12
Reviewed: 3/22/2021