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
- For projects in the non-attainment areas for air quality, a letter from the State Transportation Planning Administrator certifying that the current design is consistent with the approved RTP/TIP/STIP. For other projects, written certification from the Design Phase Leader that the current design is consistent with the approved concept report/RTP/TIP/STIP.
- 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) half size sets, shall include the following information:

- Cover Sheet
- 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
- 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 Accepted Hydraulic Studies
- [ ] Or [ ] N/A Capacity Analysis of major intersections
- [ ] Or [ ] N/A Intersection Sight Distance (ISD) studies
- [ ] Or [ ] N/A Approved Pavement Design
- [ ] Or [ ] N/A Approved Soil Survey Reports
- [ ] 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 Letter or email correspondence from Traffic Operations stating that a peer review of the roundabout feasibility study report has been completed for each roundabout shown in the plans
- [ ] Q/A Certification (GDOT Plans - Q/A Checklist, Consultant Plans – QC/QA Certification Letter)

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**References:**

None.

**History:**

annual review: 06/14/19;
copied to Publications: 03/15/12
Reviewed: 6/14/2019