



GDOT Publications

Policies & Procedures

Policy: 4465-1- Preconstruction Survey Procedures--
Utilities

Section: Surveys

Office/Department: Office of Design Policy & Support

Reports To: Division of Engineering

Contact: 404-631-1000

The following is a general procedure that each District or consultant surveyor should follow for obtaining above ground and underground utility information. Above ground utilities will continue to be shown by the Photogrammetry section on mapping projects; also, the following utilities will be enhanced and shown as part of the Location survey. Minor electrical transmission poles, telephone poles or pedestals, water meters or valves, gas meters or valves, substations, high tension power poles or towers, sanitary sewer covers, or other special items that will affect the alignment of the proposed project. Underground utilities such as sanitary sewer flow lines do not have to be collected by the surveyor.

1. All owners of utilities impacted by our project shall be notified that they shall be responsible for identification and location of their utilities. They will be advised that available maps, plans, photographs or Microstation files will be provided on which they are to place all pertinent data, i.e., type, size, horizontal and vertical position.
2. The maps, plans, or photographs or Microstation files will be furnished as follows:
 - a. *Projects that are mapped by photogrammetric methods.* The Statewide Location Bureau Chief will provide reproducible copies of these maps, prior to survey, to the District Preconstruction Engineer. The District Preconstruction Engineer will then provide the District Utilities Engineer with sufficient copies to give to all utility companies involved on the project.
 - b. *Projects with existing plans that are not to be mapped.* The District Preconstruction Engineer shall obtain reproducible copies and furnish a sufficient set of plans to the District Utilities Engineer prior to the start of survey.
 - c. *Projects without existing plans that are not to be mapped.* Prior to the start of the survey, the District Preconstruction Engineer will determine if aerial photography is available. If available, the photography will be ordered at the appropriate scale (1"=50' urban or 1"=100' rural). Copies will be provided to the Utilities Engineer.
 - d. *Mapping, Plans or Photography not available.* The District Preconstruction Engineer shall furnish the District Utilities Engineer a hardcopy of the first preliminary data available from design that will enable a Utility Company to accurately show the location of its facilities and equipment. The District Preconstruction Engineer shall advise in writing to the appropriate design office, that copies of the preliminary data is needed. A copy of all such correspondence sent to the General Office shall be transmitted to the Statewide Location Bureau Chief.
3. The District Utilities Engineer will transmit this data to the Utility Companies accompanied by a statement giving the date by which the information must be returned.
4. The information returned will then be reviewed by the Utilities Engineer and the Preconstruction Engineer.
5. Utility information will then be transmitted to the appropriate design office.

PROJECT SCHEDULES

The schedule of projects shall not be delayed by these procedures. The District Preconstruction Engineer must insure that all necessary utilities information is completely available and usable when the scheduled time to complete surveys is exhausted. The

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District Preconstruction Engineer shall notify the District Engineer and/or the Statewide Location Bureau Chief whenever it is apparent that the normal procedures will not produce the utilities survey within the scheduled time of surveys. The District Engineer and/or the Statewide Location Bureau Chief shall evaluate the project schedule and determine what measures are appropriate.

SPECIAL EXCEPTIONS

There may be times when small utilities owners do not have the manpower resources or expertise to furnish the needed information. The District Engineer shall evaluate these problems on an individual project basis and advise the Preconstruction Engineer of the effort needed to provide design with the necessary information. Exceptions on large projects will be made only with the prior approval of the Statewide Location Bureau Chief.

References:

None.

History:

revised 1st par, added Microstation files to 1 and 2, changed blue line copy to set of plans in 2b and hard copy in 2d:
08/01/14; office name change: 08/21/13; added to Manual of Guidance: 06/01/93
Reviewed: 8/1/2014