

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

**Section:**Plan Review

**Reports To:** Chief Engineer

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

**Contact:** 404-631-1000

### 0. 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:

1.  Transmittal letter including description of project
  2.  **Project Data Sheet**
  3.  Printout of the Project Cost Estimate from GDOT 411 or AASHTOWare Project Estimation
  4.  Written certification from the Project Manager stating that a Public Interest Determination Procedure is applicable / not applicable for this project
  5.  Copy of email correspondence from Environmental Services stating that it is acceptable to proceed to PFPR for federally or state funded projects
  6.  Draft Environmental "Green Sheet" if commitments are known when PFPR requested
  7.  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.
  8.  **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, one (1) 11x17 set, 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** Signing and Marking Plans
  - 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:

- 9.  Or  **N/A** All Draft Project Specific Special Provisions
- 10.  Or  **N/A** Draft SP 108.08 and SP 150.6
- 11.  Or  **N/A** Preliminary Bridge Layout Approval Letter/Email
- 12.  Or  **N/A** Approval Letter/Email from the Office of Bridge Design for walls included in Section 32
- 13.  Or  **N/A** Accepted Hydraulic Studies
- 14.  Or  **N/A** Capacity Analysis of major intersections
- 15.  Intersection Sight Distance (ISD) studies or Justification why ISD studies weren't provided
- 16.  Or  **N/A** Approved Pavement Design: Minor Pavement Design  Pavement Evaluation Summary   
Pavement Design Package
- 17.  Or  **N/A** Approved Soil Suevey Summary Report
- 18.  Or  **N/A** **Draft Post-Construction Stormwater Report**
- 19.  Or  **N/A** Stormwater BMP Infiltration Report (only if infiltration BMPs are being proposed)
- 20.  Or  **N/A** Summary of Preliminary Earthwork Calculations (mainline, side streets and staging)
- 21.  Or  **N/A** Constructability Review Report
- 22.  Or  **N/A** Copy of submitted Design Exception/Variance
- 23.  Or  **N/A** Approved Detour Report
- 24.  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
- 25.  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
- 26.  Or  **N/A** Roundabout Performance Checks (fastest paths, design vehicle swept paths, OSOW check swept paths, stopping sight distance checks)
- 27.  Or  **N/A** Special Grading Drawings (required for roundabouts)
- 28.  Q/A Certification (GDOT Plans - Q/A Checklist, Consultant Plans – QC/QA Certification Letter)
- 29.  Q/A Record and Redlined/Marked Up Plan Set (electronic only)

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

\_\_\_\_\_  
GDOT Project Manager

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

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

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

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

\_\_\_\_\_  
County

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

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

**References:**

None.

**History:**

#23 added: 07/15/24;

#8 revised, 10, 11 added: 07/12/24;

copied to Publications: 03/15/12