

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

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 Project Cost Estimate from GDOT 411 or AASHTOWare Project Estimation
- 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, 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** Preliminary Lighting Layout (light pole locations with known existing utilities)
- 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** Preliminary Bridge Layout Approval Letter/Email
- Or **N/A** Approval Letter/Email from the Office of Bridge Design for walls included in Section 32
- 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 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 Review Report
- Or **N/A** Copy of submitted Design Exception/Variance
- Or **N/A** Approved Detour 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)
- 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:

numbering of checklist removed, Preliminary Lighting Layout added: 08/14/24;

#23 added: 07/15/24;

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

copied to Publications: 03/15/12