Project Start Up: Utilities Checklist

When starting a new project, agreement writers should schedule a meeting with the Design Project Manager (approximately 30 minutes) to discuss the project and answer the following questions:

**1 Project Description**

**1.1 Describe the scope of the project.**

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**1.2 What are the funding sources for this project?**

 🞏 FHWA 🞏 FAA 🞏 State 🞏 Other: \_\_\_\_\_\_\_\_\_\_

**1.3 Does the project include any of the following (check all that apply):**

|  |  |
| --- | --- |
| 🞏 Paving | 🞏 Utility relocation  |
| 🞏 Repaving | 🞏 Structures |
| 🞏 Culvert replacement (in-stream or drainage) | 🞏 Blasting |
| 🞏 Pedestrian pathways or sidewalks (new or upgrade existing) | 🞏 Guardrail (installation, replacement, or extension)  |
| 🞏 Vegetative clearing  | 🞏 Signage (new or replacement) |
| 🞏 New ground disturbance  | 🞏 Lighting |
| 🞏 Road closures | 🞏 Storm drain work |
| 🞏 Detours | 🞏 Bridge Work |
| 🞏 Digouts | 🞏 Fencing |
| 🞏 Signals (temporary or permanent) |  |

**1.4 What design/geotech studies are planned?**

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| --- |
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**2 Right-of-Way**

 **2.1 Is additional right-of-way anticipated?**

 🞏 Partial 🞏 Total 🞏 None

 **2.1 Are temporary or permanent easements anticipated?**

 🞏 Yes 🞏 No 🞏 Unknown

 If yes, list locations:

|  |
| --- |
|  |

**3 Land Ownership (Project Area and Adjacent Properties)**

 **3.1 Is the land publically owned?**

 🞏 DOT&PF 🞏 ARRC 🞏 Other State Agency 🞏 Federal

 **3.1.1** **If ARRC: will an ARRC TCP or flagging Agreement or safety checklist be required?**

 🞏 N/A 🞏 TCP 🞏 Flagging Agreement 🞏 Safety Checklist

 **3.2 Is the land privately owned?**

 🞏 Yes 🞏 No 🞏 Unknown

 **3.3 Is the land owned by a tribe or tribal organization?**

 🞏 Yes 🞏 No 🞏 Unknown

**4 Culverts**

 **4.1 Is culvert work part of the project?**

🞏 Yes 🞏 No 🞏 Unknown

 **4.2 Has culvert lining been considered as an alternative to culvert replacement?**

🞏 Yes 🞏 No 🞏 Unknown

**4.3 Will any new culverts be added?**

🞏 Yes 🞏 No 🞏 Unknown

**5 Ditching**

 **5.1 Does the project include any of the following (check all that apply):**

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| --- |
| 🞏 Removing vegetation or sediment build up in existing ditches |
| 🞏 Increasing the length, width, depth of existing ditches  |
| 🞏 Ditch linear grading/lining  |

**6 Signs**

 **6.1 Are signs to be installed as part of this project?**

🞏 Upgrade Existing 🞏 New Signage 🞏 No

 **6.2 If so, will signs be replaced on same support?**

🞏 Yes 🞏 No 🞏 Unknown

 **6.3 Will signs require a large concrete foundation (in excess of 5 square feet)?**

🞏 Yes 🞏 No 🞏 Unknown

**7 Guardrail**

 **7.1 Will guardrail be installed as part of this project?**

🞏 Yes 🞏 No 🞏 Unknown

**8 Load Centers**

 **8.1 Will existing load centers be replaced or relocated?**

🞏 Replaced 🞏 Relocated 🞏 No 🞏 Unknown

 **8.2 Are additional load centers required for this project?**

🞏 Yes 🞏 No 🞏 Unknown

**9 Electrical**

 **9.1 Will electrical junction boxes be adjusted, replaced, or added?**

🞏 No 🞏 Adjusted 🞏 Replaced 🞏 Added 🞏 Unknown

 **9.2 Will lighting be adjusted or installed?**

🞏 No 🞏 Adjusted 🞏 Installed 🞏 Unknown

 **9.3 Will signals be adjusted or installed (temporary or permanent)?**

🞏 No 🞏 Adjusted 🞏 Installed (Temp) 🞏 Installed (Permanent) 🞏 Unknown

**10 Bridges**

 **10.1 Will the project impact existing structures (bridges, large culverts, or other**

 **major structures)?**

 🞏 Bridges 🞏 Large Culverts 🞏 Other: \_\_\_\_\_\_\_\_\_

 **10.2 Will the replacement structure be located on the same or a shifted alignment?**

 🞏 Same 🞏 Shifted 🞏 N/A

 **10.2 Is a detour structure or temporary work bridge necessary?**

 🞏 Yes 🞏 No 🞏 Unknown

 If yes, what are the extents of the modifications?

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| --- |
|  |

**11 Road Grade**

 **11.1 Will the project modify the existing horizontal and/or vertical alignments?**

🞏 Yes 🞏 No 🞏 Unknown

 If yes, how much will it be modified?

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| --- |
|  |

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| --- |
| **Please attach a location and vicinity map, project figures, typical section, aerial photographs, and any other pertinent information available that encompasses the extent of the project and all reasonable alternatives. Identify the anticipated limits of the work.** |

**Utility Section Update:**

This section is to be updated by the utility agreement writer prior to meeting with the project manager.

**1. List the utility companies located within the project limits (note any facilities that could be costly or difficult to relocate such as transmission lines, regulator stations, etc.):**

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| --- |
|  |

**2. Are additional ROW and/or easements anticipated for utility relocation?**

🞏 ROW 🞏 Temporary Easements 🞏 Permanent Easements 🞏 No 🞏 Unknown

**3. Additional Comments or Requests:**

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| --- |
|  |