**DESIGN POLICIES CHECKLIST AND CERTIFICATION**

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| --- | --- | --- | --- | --- | --- | --- |
| Contractee: | Contractee Name | | PIN: | PIN # | Federal No.: | Federal No. |
| Project Termini: | | Project Location & Termini | | | State No.: | State No. |
| Plan Set: | | Preliminary, ROW, Construction, or Final | | | County: | County |
|  | |  | | |  |  |

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| --- | --- | --- | --- | --- |
| *Select the Type of Project (check all that apply):* | | |  | |
| Bike Lanes | Bridge | Widening | | Intersection |
| ITS/Technology | Non-Traditional | New Alignment | |  |
| Resurfacing | SIA | Greenway/Multiuse Path | | |
| Sidewalk | Signalization | Other: Click to enter type of “other” | | |

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| --- | --- | --- | --- | --- |
| Estimated ROW to be acquired: | # of acres | Acres / | # of tracts | Tracts |
| Summary of proposed work: | Description of proposed, including cross-sections/typical section, 2-lane to 4-lane, stream/river crossings, etc. | | | |

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| *Project Specifics (check all that apply):* | | |  | | |
| # of Lanes of Lane Width ft. Travel Lanes | | | | Curbs/ Gutters | Flashing Beacons |
| Lane Width ft. Shoulders | | | | Median Width ft. | Pedestrian Items  (crosswalks, curb ramps, sidewalks) |
| Lane Width ft. Center Turn Lanes | |  | | Guardrails | CMAQ |
| Non-Construction | Pavement Markers | | | On State System | Rail Road |
| Retaining Wall | Roundabout | | | Signage | Signals |
| Striping | Culverts | | | Other: Click to enter “other” | |

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| --- | --- | --- | --- | --- |
| *Letting Type:* |  | | | |
| Locally Let | | State Let | Other: | Click to enter “other” |

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| --- | --- | --- |
| *Designer Information:* | |  |
| Designer Name: | Enter Designer’s Name | |
| Contact Number: | Enter Designer’s Contact Number | |
| Contact Email: | Enter Designer’s Contact Email Address | |

It is the sole responsibility of the LG and its consultant to ensure that the design follows the Roadway Design Policies and Procedures. Refer to LPDO Guidelines 5.4.5 for additional information.

|  | | | **YES** | **NO** | **N/A** |
| --- | --- | --- | --- | --- | --- |
| **Policies and Procedures** | | |  |  |  |
| TDOT Design policies and procedures followed? | | |  |  |  |
| SOP 1-5 has been followed pertaining to proprietary items, and the use of those been approved by TDOT? | | |  |  |  |
| ADA design policies and procedures have been followed per Chapter 3 of the TDOT Design Guidelines? | | |  |  |  |
|  | | |  |  |  |
| Project affects FEMA Floodplain? | | |  |  |  |
| If “Yes” is checked, was a “No-rise” analysis included in the final submittal? | | |  |  |  |
| **Design Waivers** | | |  |  |  |
| Multimodal elements meet the criteria contained in the TDOT Design Policies and Procedures?  If “No” is checked, a Design Waiver form has been completed in accordance with the requirements in Chapter 3 of the TDOT Roadway Design Guidelines and submitted?  All Design Waiver requests have been approved by TDOT? | | |  |  |  |
| **Design Exceptions** | | |  |  |  |
| For Roadway Projects, the controlling elements of design meet the criteria contained in the TDOT Design Policies and Procedures? | | |  |  |  |
| If “NO” is checked, a “Design Exception Request Form” has been completed in accordance with the requirements in Chapter 3 of the TDOT Roadway Design Guidelines and submitted? | | |  |  |  |
| All Design Exception Requests have been approved by TDOT? | | |  |  |  |
| **Roadway Quantities** | | |  |  |  |
| Only TDOT pay item numbers, descriptions, and units used? Item numbers, descriptions, and units must match. If an appropriate item number is not available, use a 920 item number with a description that can be edited. Ensure correct item number is chosen with desired unit. If a new item number needs to be created, contact the TDOT Construction Division. | | |  |  |  |
| **Project Estimate** | | |  |  |  |
| Estimate approved by TDOT? | | |  |  |  |
| **Project Plans** | | |  |  |  |
| Plans follow TDOT Design Guidelines, Standard Drawings, General and Special Notes, and PROWAG requirements? (TDOT Roadway Design checklists are available.) | | |  |  |  |
| Are Construction plan sheets indexed in accordance with the TDOT Roadway Design Guidelines Chapter 1-206.01? | | |  |  |  |
| Does the **title sheet** state this is a Locally Managed Project? | | |  |  |  |
| Does the **title sheet** state this is a Locally Let project? | | |  |  |  |
| Does the **title sheet** contain the signatures of the local government officials? | | |  |  |  |
| Do the **Preliminary** plan sheets meet the requirements of Chapter 1-201.00 of the TDOT Roadway Design Guidelines? | | |  |  |  |
| Do the **ROW** plan sheets meet the requirements of Chapter 1-201.00 of the TDOT Roadway Design Guidelines? | | |  |  |  |
| Does the final **ROW** Title Sheet have a licensed TN Professional Engineer seal with digital signature and date? | | |  |  |  |
| Do the **Construction** plan sheets meet the requirements of Chapter 1-201.00 of the TDOT Roadway Design Guidelines? | | |  |  |  |
| Are all applicable final **construction plan** sheets digitally signed, sealed, and dated by a licensed TN Professional Engineer? | | |  |  |  |
| **Non-Motorized Transportation** | | |  |  |  |
| Are existing sidewalks and/or curb ramps compliant? If they are, then label. | | |  |  |  |
| Is the minimum proposed sidewalk or side path width 5’, excluding the 6” curb? | | |  |  |  |
| Is the proposed shared use path width at least 10’ wide? | | |  |  |  |
| Is the maximum running grade for proposed independent paths, including construction tolerances, 4.5%? (Max 4.99% recommended) | | |  |  |  |
| Is the maximum proposed cross slope 1.5%? | | |  |  |  |
| Does the vertical clearance meet the minimum 10’ requirement for underpasses? | | |  |  |  |
| Are the proposed horizontal curves on the shared-use-path designed per bike speed and stopping sight distance per AASHTO Guide for the Development of Bicycle Facilities, current edition? | | |  |  |  |
| Surface Type: | Concrete | Asphalt | Composite | Permeable | Boardwalk |
| Has the path edge drop-off been evaluated to determine the need for safety rail as per TDOT Standard Drawing MM-BPR-1? | | |  |  |  |
| Are proposed curb ramps designed based on the TDOT Standard Drawings MM-CR-SERIES? | | |  |  |  |
| Are proposed truncated domes yellow, full width of the ramp, and 2’ in depth per MM-CR-1? | | |  |  |  |
| Are the proposed crosswalks designed by TDOT Standard Drawing T-M-4? | | |  |  |  |
| Are two perpendicular curb ramps proposed in each corner and are they aligned to the crosswalk? If no, provide reasoning for each corner of intersection in which this applies. | | |  |  |  |
| Is the entire intersection included in the scope of work? | | |  |  |  |
| **Signalization** | | |  |  |  |
| Are pedestrian push buttons for audible detection installed at all signalized intersections? | | |  |  |  |
| Are new pedestrian signals proposed that meet the APS requirements of the MUTCD? | | |  |  |  |
| Do pushbuttons meet the MUTCD requirements? | | |  |  |  |
| Are new bicycle signals proposed? | | |  |  |  |
| Bicycle detection at intersection / location marked on pavement? | | |  |  |  |
| **Signs** | | |  |  |  |
| Are all signs designed in accordance with TDOT policies or MUTCD? | | |  |  |  |
| **Drainage** | | |  |  |  |
| Please evaluate drainage on the project according to the TDOT Drainage Manual and add ditches, field drains, cross drains, etc. to intercept water as needed or to re-route existing site runoff. Check for areas of concentrated flow or areas in a sag. See TDOT Standard Drawing MM-SW-2 for additional alternatives. See Section 5.2.11 Drainage of the AASHTO 2012 “Guide for the Development of Bicycle Facilities” for further information. Has offsite drainage over the facility been evaluated and addressed? | | |  |  |  |
| The existing pavement drainage and the existing storm water system may be impacted by shoulder modifications or the addition/removal of curb and gutter, median islands, raised curbs, and curb ramps. Existing roadway pavement drainage shall be evaluated in accordance with the TDOT Drainage Manual. If additional discharge is expected due to new or modified facilities, the existing storm water system must also be evaluated. Has the proposed drainage been evaluated and addressed? | | |  |  |  |
| Are alternate drainage options proposed? If yes, provide details. | | |  |  |  |
| Are there drainage easements at outlet locations? | | |  |  |  |
| Are cross-drains located on the plans? | | |  |  |  |
| Is maximum spread calculated on existing roadway per the TDOT Drainage Manual? | | |  |  |  |
| **Shared Bike Lane** | | |  |  |  |
| A shared lane is not recommended for facilities with design speed ≥ 40 mph (35 mph posted speed). Is the design speed ≥ 40 mph (35 mph posted speed)? | | |  |  |  |
| If a posted speed reduction is required, has the local authority provided a statement that the speed differential between motorists and cyclists will be less than 20 mph? | | |  |  |  |
| **Bike Lane** | | |  |  |  |
| Posted speeds of 45-55 mph require a minimum 3’ buffer zone (see TDOT Standard Drawing MM-TS-1). Is the minimum buffer zone met? | | |  |  |  |
| Have all minimum bike lane and buffer requirements been met as per TDOT Standard Drawing MM-TS-1? | | |  |  |  |
| **Two-Way Separated Bike Lane** | | |  |  |  |
| Is a separated bike lane proposed? (Two-way separated bike lanes shall be 10’ wide with appropriate buffer zones) | | |  |  |  |
| Are new bicycle signals proposed? | | |  |  |  |
| Bike turning movement shall be considered at intersections. Is this included in the plans? | | |  |  |  |
| Bicycle detection at intersection / location marked on pavement? | | |  |  |  |
| **Safety Considerations for Sidewalks and Shared-Use Paths** | | | | |  |
| All pedestrian facilities must be separated from the roadway. Are the following requirements met? | | |  |  |  |
| Posted speed of ≤ 40 mph requires a 5’ minimum separation from edge of traveled way for all shared use paths or a 42 concrete median barrier. Posted speed of 40 mph requires a 4.5’ separation from the edge of traveled way for all sidewalk facilities or a 42 concrete median barrier. Has this requirement been met? | | |  |  |  |
| Posted speeds of 45-55 mph require a minimum 12.5’ separation from the edge of traveled way or 42” concrete median barrier. Has this requirement been met? | | |  |  |  |
| Bridge decks with a posted speed of <=45 MPH require a 42” concrete barrier (see TDOT Standard Drawing MM-TS-3). Has this requirement been met? | | |  |  |  |
| Has the existing structure capacity been evaluated by a structural engineer? | | |  |  |  |
| Has existing structure deck drainage been re-analyzed due to barrier placement and offsite drainage considerations? | | |  |  |  |
| Barrier Note: Place the barrier outside the shoulder and 2’ offset from the facility. | | |  |  |  |
| **Work Zone** | | |  |  |  |
| Has a TMP been initiated for the ROW phase? | | |  |  |  |
|  | | |  |  |  |
| Has the TMP been re-evaluated/updated for the Construction phase? | | |  |  |  |
| Is the accessibility to existing pedestrian and/or bicycle facilities considered during the construction? | | |  |  |  |
| If a sidewalk will be closed, has a work zone pedestrian control plan been developed? | | |  |  |  |
| Is a “Sidewalk Closed” sign placed at locations where the current project terminated a sidewalk due to the scope of work? | | |  |  |  |
| Are detour signs provided as needed? | | |  |  |  |

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| **NEPA**  Last NEPA Approval Date:      \_\_\_\_\_\_\_\_\_\_\_\_\_  If the proposed design plans have been revised since NEPA approval or NEPA re-evaluation, please provide exhibits detailing the changes made or list the modification below. Revisions include modifications to right-of-way, permanent drainage easements, slope or construction easements or impacts to environmental features (attach separate sheet if necessary):   |  | | --- | |  | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. |     **DESIGN CERTIFICATION** | | | | |
| **Project Commitments** |  |  |  | |
| Do the plans contain a comprehensive inclusion of all Project Commitments, including Planning, Right-of-Way and Environmental? |  |  |  | |
| List below the project commitments that have been made and are reflected in the plans. | | | |
|  | | | |
| Click here to enter text. | | | |
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| **No Formal Design Exception Is Required** |  |  |  |
| By checking the box to the right, this certifies all TDOT Roadway Design Policies and Procedures and all federal and state laws and regulations have been followed and the criteria for the controlling elements of design have been met. Appropriate standards and guidelines used during the development of the project have also been met. |  |  |  |
| **Formal Design Exception Is Required** |  |  |  |
| By checking the box to the right, this certifies all TDOT Roadway Design Policies and Procedures and all federal and state laws and regulations have been followed and have been met and Formal approval of a Design Exception has been received from the TDOT Design Division Local Program Coordinator. All other elements of the design meet the criteria for the controlling elements of design. Appropriate standards and guidelines used during the development of the project have also been met. |  |  |  |

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| ***In an attached document, please provide an explanation for any responses marked ‘NO’. Include references to support any designs that do not meet TDOT’s minimum standards as indicated.*** | | | | | |
|  |  |  |  |  |  |
| Local Official Responsible Charge  Type Name Here |  |  |  | Design Consultant  Type Name Here |  |