|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |

|  |  |
| --- | --- |
| *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” |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |

|  |  |
| --- | --- |
| *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.  | [ ]  ADA Components |
| [ ]  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” |

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

|  |  |
| --- | --- |
| *Design Certification:* |  |
| [ ]  Design Certification is attached OR sent previously on | Insert Date previously sent |
| [ ]  Design Certification has not been submitted |  |

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

**Roadway Design Policies Checklist**

(To Be Submitted With Plans)

|  |  |
| --- | --- |
| PIN: |       |
| County: |       |
| Federal Project No.: |       |
| State Project No.: |       |

|  | **YES** | **NO** | **N/A** |
| --- | --- | --- | --- |
| **Policies and Procedures** |  |  |  |
| Roadway Projects: TDOT Design policies and procedures followed? | [ ]  | [ ]  | [ ]  |
| Non-Roadway Projects: Relevant TDOT approved design policies and procedures followed? | [ ]  | [ ]  | [ ]  |
| 23 CFR 635.411 has been followed pertaining to proprietary items, and the use of those been approved by TDOT? | [ ]  | [ ]  | [ ]  |
| ADA design policies and procedures have been followed? | [ ]  | [ ]  | [ ]  |
| Project affects FEMA Floodplain? | [ ]  | [ ]  | [ ]  |
| If project affects FEMA Floodplain, is “No-rise” analysis included in final submittal? | [ ]  | [ ]  | [ ]  |
| **Design Exceptions** |  |  |  |
| For Roadway Projects, the controlling elements of design meet the criteria contained in the TDOT Design Policies and Procedures? | [ ]  | [ ]  | [ ]  |
| If “NO” checked, “Design Exception Request and Justification Form” 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? | [ ]  | [ ]  | [ ]  |
| **Design Certification Letter** |  |  |  |
| Design Certification Letter has been submitted to Local Program Development Office? | [ ]  | [ ]  | [ ]  |
| **Roadway Quantities** |  |  |  |
| Only TDOT pay item numbers, descriptions, and units used? | [ ]  | [ ]  | [ ]  |
| **Project Estimate** |  |  |  |
| Estimate Approved by TDOT? | [ ]  | [ ]  | [ ]  |
| **Project Plans** |  |  |  |
| Are plan sheets indexed in accordance with the TDOT Roadway Design Guidelines Section 4-133.00?   | [ ]  | [ ]  | [ ]  |
| Does the **title sheet** state this is a Locally Managed Project? | [ ]  | [ ]  | [ ]  |
| Does the **title sheet** contain the signatures of the local government officials?  | [ ]  | [ ]  | [ ]  |
| Do the **Preliminary** plan sheets meet the requirements of Section 1-105.00 of the TDOT Roadway Design Guidelines? | [ ]  | [ ]  | [ ]  |
| Do the **ROW** plan sheets meet the requirements of Section 1-105.00 of the TDOT Roadway Design Guidelines? | [ ]  | [ ]  | [ ]  |
| Does the final **ROW** Title Sheet have a licensed TN Professional Engineer seal with signature and date? | [ ]  | [ ]  | [ ]  |
| Do the **Construction** plan sheets meet the requirements of Section 1-105.00 of the TDOT Roadway Design Guidelines? | [ ]  | [ ]  | [ ]  |
| Do the **Construction Plans** contain all applicable plan sheets listed in Section 4-133.00 of the Design Guidelines? | [ ]  | [ ]  | [ ]  |
| Are all applicable final **construction plan** sheets signed, sealed and dated by a licensed TN Professional Engineer?  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |
| **Project Commitments** |  |  |  |
| Do the plans contain a comprehensive inclusion of all Project Commitments, including Planning, Right-of-Way and Environmental? | [ ]  | [ ]  | [ ]  |
|  |  |  |  |
| Note: Items documented on the check list shall be stored and maintained by the Local Government for seven (7) years after the project is finalized. |  |  |  |
|  |  |  |  |