**Design Procedures 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: Other 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? | [ ]  | [ ]  | [ ]  |
| **Design Exceptions** |  |  |  |
| For Roadway Projects, the thirteen (13) controlling elements of design meet the criteria contained in the TDOT Design Policies and Procedures? | [ ]  | [ ]  | [ ]  |
| Design Exception Requests have been made for all of the thirteen (13) controlling elements that do not meet the required design criteria? | [ ]  | [ ]  | [ ]  |
| “Design Exception Request and Justification Form” completed in accordance with the requirements in Section 3-110.02 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** |  |  |  |
| Do the preliminary plan sheets meet the requirements of Section 1-105.00 of the TDOT Roadway Design Guidelines? | [ ]  | [ ]  | [ ]  |
| Do the preliminary plans include at least the minimum sheets? | [ ]  | [ ]  | [ ]  |
| Title Sheet? | [ ]  | [ ]  | [ ]  |
| “LOCALLY MANAGED PROJECT” ,PIN, Federal project number, and state project number(s) on Title Sheet? | [ ]  | [ ]  | [ ]  |
| Any and all Railroads in the vicinity of the project shown on the Title Sheet? | [ ]  | [ ]  | [ ]  |
| Typical Sections? | [ ]  | [ ]  | [ ]  |
| Present Layouts? | [ ]  | [ ]  | [ ]  |
| Proposed Layouts? | [ ]  | [ ]  | [ ]  |
| Proposed Profiles? | [ ]  | [ ]  | [ ]  |
| Public Side Roads and Ramp Profiles? | [ ]  | [ ]  | [ ]  |
| Private Drive and Field Ramp Profiles? | [ ]  | [ ]  | [ ]  |
| Do the ROW plan sheets meet the requirements of Section 1-105.00 of the TDOT Roadway Design Guidelines? | [ ]  | [ ]  | [ ]  |
| Do the ROW Plans include at least the minimum sheets? | [ ]  | [ ]  | [ ]  |
| Title Sheet? | [ ]  | [ ]  | [ ]  |
| “LOCALLY MANAGED PROJECT” on Title Sheet? | [ ]  | [ ]  | [ ]  |
| PE seal with signature and date on Title Sheet? | [ ]  | [ ]  | [ ]  |
| Typical Sections? | [ ]  | [ ]  | [ ]  |
| Property Maps & Right-of-Way Acquisition Tables? | [ ]  | [ ]  | [ ]  |
| Present Layouts? | [ ]  | [ ]  | [ ]  |
| Proposed Layouts? | [ ]  | [ ]  | [ ]  |
| Proposed Profiles? | [ ]  | [ ]  | [ ]  |
| Public Side Roads and Ramp Profiles? | [ ]  | [ ]  | [ ]  |
| Private Drive and Field Ramp Profiles? | [ ]  | [ ]  | [ ]  |
| Drainage Maps? | [ ]  | [ ]  | [ ]  |
| Erosion Prevention and Sediment Control Plans? | [ ]  | [ ]  | [ ]  |
| Does the final ROW Title Sheet have a PE 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 include at least the minimum sheets? | [ ]  | [ ]  | [ ]  |
| Title Sheet? | [ ]  | [ ]  | [ ]  |
| “LOCALLY MANAGED PROJECT” on Title Sheet? | [ ]  | [ ]  | [ ]  |
| PE seal with signature and date on Title Sheet? | [ ]  | [ ]  | [ ]  |
| Roadway Index and Standard Drawings Index? | [ ]  | [ ]  | [ ]  |
| Estimated Bridge Quantities and Bridge Index? | [ ]  | [ ]  | [ ]  |
| Estimated Roadway Quantities? | [ ]  | [ ]  | [ ]  |
| Estimated Utilities Quantities? | [ ]  | [ ]  | [ ]  |
| Typical Sections and Paving Schedule? | [ ]  | [ ]  | [ ]  |
| General Notes and Special Notes? | [ ]  | [ ]  | [ ]  |
| Tabulated Quantities? | [ ]  | [ ]  | [ ]  |
| Detail Sheets? | [ ]  | [ ]  | [ ]  |
| Property Maps and Right-of-Way Acquisition Tables? | [ ]  | [ ]  | [ ]  |
| Present Layouts? | [ ]  | [ ]  | [ ]  |
| Proposed Layouts? | [ ]  | [ ]  | [ ]  |
| Proposed Profiles? | [ ]  | [ ]  | [ ]  |
| Public Side Roads and Ramp Profiles? | [ ]  | [ ]  | [ ]  |
| Private Drive and Field Ramp Profiles? | [ ]  | [ ]  | [ ]  |
| Interchange Grading Plans? | [ ]  | [ ]  | [ ]  |
| Drainage Maps? | [ ]  | [ ]  | [ ]  |
| Culvert Sections? | [ ]  | [ ]  | [ ]  |
| Erosion Prevention and Sediment Control Plans? | [ ]  | [ ]  | [ ]  |
| Wetland Mitigation Plans? | [ ]  | [ ]  | [ ]  |
| Traffic Control Plans with Construction Phasing Notes? | [ ]  | [ ]  | [ ]  |
| Signing and Pavement Marking Plans? | [ ]  | [ ]  | [ ]  |
| Sign Schedule Sheets? | [ ]  | [ ]  | [ ]  |
| Miscellaneous Signing Details? | [ ]  | [ ]  | [ ]  |
| Signal Layouts? | [ ]  | [ ]  | [ ]  |
| Lighting Layouts? | [ ]  | [ ]  | [ ]  |
| Soils Sheets? | [ ]  | [ ]  | [ ]  |
| Geotechnical and Structure Plans? | [ ]  | [ ]  | [ ]  |
| Roadway Cross-Sections? | [ ]  | [ ]  | [ ]  |
| Side Road Cross-Sections? | [ ]  | [ ]  | [ ]  |
| Utility Index, Utility Owners, and Utility Sheets? | [ ]  | [ ]  | [ ]  |
| Do the Construction Plans contain all applicable plan sheets listed in Section 4-133.00 of the Design Guidelines? | [ ]  | [ ]  | [ ]  |
| Do all applicable final construction plan sheets have a PE seal with signature and date on them? | [ ]  | [ ]  | [ ]  |
| **Project Commitments** |  |  |  |
| Do the plans contain a comprehensive inclusion of all Project Commitments? | [ ]  | [ ]  | [ ]  |
| Planning? | [ ]  | [ ]  | [ ]  |
| Right-of-Way? | [ ]  | [ ]  | [ ]  |
| Environmental? | [ ]  | [ ]  | [ ]  |
| Other?       | [ ]  | [ ]  | [ ]  |
| Other?       | [ ]  | [ ]  | [ ]  |
| Other?       | [ ]  | [ ]  | [ ]  |
| **Project Distributions** |  |  |  |
| “Design Certification Letter” and Preliminary Right-of-Way plans submitted to Local Program Development Office? | [ ]  | [ ]  | [ ]  |
| Final ROW and Construction Plans submitted to Local Program Development Office? | [ ]  | [ ]  | [ ]  |
| For NHS or state route roadway projects, Final Construction Plans on Mylar submitted to TDOT Design Division? | [ ]  | [ ]  | [ ]  |
|  |  |  |  |
| Note: Items documented on the check list shall be stored and maintained by the Local Government for three (3) years after the project is finalized. |  |  |  |
|  |  |  |  |