SURVEY PLANS MILESTONE

GOAL

1. To obtain background information and input from project team to help develop the scope of the project.

2. To establish and gain concurrence on the existing rights-of-way and easement information.

BRIDGE SCOPING

Hold scoping meeting with Bridge Management to determine structure needs, such as replacement or rehabilitation.

Email legislators about the new project and presence of field personnel collecting background information.

Distribute right-to-trespass letters to property owners who may see field personnel (survey, environmental, soil borings, utilities, etc.) on their property.

Perform design level inspection and develop repair and recommendation report if there is a question of whether to replace or rehabilitate the structure.

Request field survey.

PROJECT SCOPING

Conduct a preliminary scoping meeting with project team using Scoping Meeting Questionnaire document as template for information to obtain. Project team should include representation from Environmental Studies, Utilities, Construction, Traffic, Real Estate, Team Support and, potentially, Maintenance and Operations, Railroad, DTC, Community Relations, and Finance. Set preliminary scheduling parameters such as length of project, type of project, project goals and initial thoughts on milestones. Provide a path forward for project team for baseline data collection and other tasks. Determine the need for consultant services and, if required, establish how consulting services will be obtained.

Conduct a field scoping meeting with project team if determined from the preliminary scoping meeting that it is needed.

Initiate project by establishing preliminary funding through finance by filing a project number request. Funding should only include PE phase at this stage.

BACKGROUND INFORMATION

Request streamstats, wetland delineation, and rare/threatened/endangered species information including time restrictions from Environmental Section.

Request utility designation and test holes from Utility Section if project is to be designed in house.

Request deeds and title searches from Team Support if in-house personnel is developing the existing right-of-way.

Request pavement cores, pavement design, and subsurface soil investigation from Materials & Research Section if project is to be designed in house.

Request accident data from Traffic Section.

Request detour plan from Traffic safety section if project is to be designed in house and detour was agreed upon at scoping meeting.

Request existing and future traffic data from Planning. For most projects, existing data can be found on Gateway and future data can be calculated using a 0.5% annual growth rate.

Request information on nearby HazMat sites from HazMat section. If present, request coordination needed during design and group responsible for the coordination.

Obtain consultant services to perform survey base plans. Services should cover survey base plans, addressing comments, and ultimately reaching a verified and accepted existing right-of-way plan for the project.

Request information on impacted railroads. Begin coordination and set up funding for the PE phase.

SURVEY PLANS

REQUIRED SHEETS

1. Title Sheet
2. Plan Sheet Index
3. Addendum and Revision Sheet
4. Legend Sheet
5. Notes Sheet
6. Horizontal and Vertical Control Sheets
7. Construction Plan
8. Profile Sheet

REQUIRED SUPPORTING DOCUMENTATION

1. Deeds
2. Archive Plans

3. Subdivision Plats

4. Right-of-way narrative explaining how the existing right-of-way was established

5. Plan Submission Checklist

6. Right-of-Way Plan Checklist

7. Survey Plans Milestone Checklist

PLAN DISTRIBUTION RECIPIENTS

1. To Real Estate for existing R/W verification and deed research. In many cases researching the deeds and providing them to Survey Section during the field survey will allow them to pick up additional property corners which aids in generating the existing R/W. Identify need for a Town Agreement or Tax Ditch Agreements, required when project is within incorporated town limits or tax ditch easements. (See Team Support Plan Review Process document)

2. To Utilities for distribution to utility companies to obtain markups of existing facilities.

3. To Traffic Design to obtain markups of existing facilities.

4. Schedule right-of-way concurrence meeting for 45-60 days from date of submittal.

   Date held:

5. Compile comments, prepare responses, and distribute to all commenters.

   Date of distributed responses: