

Delaware Department of Transportation  
Utility Coordination Submission Checklist

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**Directions for Completing the Checklist**

- This checklist indicates the minimum coordination activities that should be considered and the content to be submitted at or prior to each milestone submission. The design team is encouraged to perform additional coordination activities and provide additional information at their discretion to facilitate the utility coordination process.
- This checklist is not meant to dictate the contract plan and specification development process. Other applicable DeIDOT checklists and guidance documents should be used for this purpose.
- Utility coordination is meant to be a dynamic process that will vary depending on numerous project-specific factors. The DeIDOT Utility section should be consulted when determining the appropriate level of coordination required.
- Complete the checklist by indicating whether the listed item has been created or performed by toggling the provided checkboxes as appropriate. Provide additional discussion as appropriate within the “Additional Comments” box for each milestone submission.
- The checklist is to be reviewed by the design team prior to each submission and then signed attesting to the coordination conducted.
- The DeIDOT Utility Coordinator will review the completed checklist to verify adequate completion of DeIDOT’s utility coordination process. If adequately completed, the DeIDOT Utility Coordinator will sign the checklist and then upload it onto the Utility Permit Application (UPA).
- The design team is to update the project files as needed with information returned through the UPA ahead of each submission.

| Project Information |  |                  |  |
|---------------------|--|------------------|--|
| Contract #:         |  |                  |  |
| Contract Name:      |  |                  |  |
| Designer:           |  | Project Manager: |  |

| Verification of Submission Completeness |                      |                                     |
|---|----------------------|-------------------------------------|
| Submission                              | Design Team Approval | DeIDOT Utility Coordinator Approval |
| Survey Plans                            |                      |                                     |
| Concept Plans                           |                      |                                     |
| Preliminary Plans                       |                      |                                     |
| Semi-Final Plans                        |                      |                                     |
| Final Plans                             |                      |                                     |

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| Survey Plans  |                          |   |
|---|--------------------------|---|
| Yes   | No                       | Have the following coordination or submittal items been completed?  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Miss Utility Design Ticket</b> – Design tickets are used to obtain a list of utility companies that potentially have facilities within the project area. The design ticket will be submitted by DeIDOT's Utility Coordinator for in-house designed projects. For consultant designed projects, the consultant should submit the design ticket and upload onto the UPA the design ticket and any files received from utility companies in response to the ticket.                       |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Designation Request</b> – Designation is used to accurately locate existing utility facilities. When designation is desired, it should be requested as early in the project development process as possible to facilitate future coordination. Utility designation is ideally performed prior to the Survey Plans submittal.   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Test Hole Request</b> – Test holes can be requested during this phase if adequate information about potential utility conflicts is known. Requesting test holes during this phase is most applicable to bridge projects.   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Concept plan</b> – A concept plan can be submitted at this phase to facilitate additional coordination at this early juncture in the project development process.  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Project Description</b> – A formal project description including current scope, schedule, proposed work, known existing utilities and potential conflicts, and any other pertinent information can be provided at this phase to facilitate additional coordination.  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Composite Utility Map</b> – If existing utility location information has been obtained, a composite utility map showing the location of existing utilities within the project area can be provided. The amount of detail shown in the composite utility map should be commensurate with the project's scope and milestone submission. The map can be provided in either DGN format or KMZ format and include the utilities color-coded in accordance with APWA color-coding standards. |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Construction Plan Set</b> – A construction plan set in accordance with the DeIDOT's Plan Submission Checklist is required at this submission.  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>CADD Files</b> – CADD files can be provided to assist in the coordination process. Pertinent CADD files include the FS, HV, UT, AL, RW, and PC file.   |
| <b>Additional comments.</b><br><br><br><br><br><br><br><br><br><br> |                          |   |

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| Concept Plans   |                          |   |
|---|--------------------------|---|
| Yes   | No                       | Have the following coordination or submittal items been completed?  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Miss Utility Design Ticket</b> – Design tickets are used to obtain a list of utility companies that potentially have facilities within the project area. The design ticket will be submitted by DelDOT's Utility Coordinator for in-house designed projects. For consultant designed projects, the consultant should submit the design ticket and upload onto the UPA the design ticket and any files received from utility companies in response to the ticket.                       |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Designation Request</b> – Designation is used to accurately locate existing utility facilities. When designation is desired, it should be requested as early in the project development process as possible to facilitate future coordination.   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Test Hole Request</b> – Test holes can be requested during this phase if adequate information about potential utility conflicts is known. Requesting test holes during this phase is most applicable to bridge projects.   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Concept Plan</b> – A concept plan can be submitted at this phase to facilitate additional coordination at this early juncture in the project development process.  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Project Description</b> – A formal project description including current scope, schedule, proposed work, known existing utilities and potential conflicts, and any other pertinent information should be provided at this phase.   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Composite Utility Map</b> – If existing utility location information has been obtained, a composite utility map showing the location of existing utilities within the project area can be provided. The amount of detail shown in the composite utility map should be commensurate with the project's scope and milestone submission. The map can be provided in either DGN format or KMZ format and include the utilities color-coded in accordance with APWA color-coding standards. |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Construction Plan Set</b> – If created, a draft set of construction plans can be provided.   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Utility Conflict Matrix</b> – If existing utility location information has been obtained and proposed project feature locations are known, a Utility Conflict Matrix may be provided. Providing a Utility Conflict Matrix at this phase is most applicable for bridge projects.  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>CADD Files</b> – CADD files can be provided to assist in the coordination process. Pertinent CADD files include the FS, HV, UT, AL, RW, and PC file.   |
| <b>Additional comments.</b><br><br><br><br><br><br><br><br><br><br> |                          |   |

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| Preliminary Plans   |                          |   |
|---|--------------------------|---|
| Yes   | No                       | Have the following coordination or submittal items been completed?  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Miss Utility Design Ticket</b> – Design tickets are used to obtain a list of utility companies that potentially have facilities within the project area. The design ticket will be submitted by DelDOT's Utility Coordinator for in-house designed projects. For consultant designed projects, the consultant should submit the design ticket and upload onto the UPA the design ticket and any files received from utility companies in response to the ticket.                       |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Designation Request</b> – All designation desired to be obtained should be performed prior to the Preliminary Plans submittal.   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Test Hole Request</b> – Test holes can be requested during this phase if adequate information about potential utility conflicts is known. Requesting test holes during this phase is most applicable to bridge projects.   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Composite Utility Map</b> – If existing utility location information has been obtained, a composite utility map showing the location of existing utilities within the project area can be provided. The amount of detail shown in the composite utility map should be commensurate with the project's scope and milestone submission. The map can be provided in either DGN format or KMZ format and include the utilities color-coded in accordance with APWA color-coding standards. |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Construction Plan Set</b> – A construction plan set in accordance with DelDOT's Plan Submission Checklist is required at this submission.  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Utility Conflict Matrix</b> – A Utility Conflict Matrix is to be completed at this phase.  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>CADD Files</b> – CADD files can be provided to assist in the coordination process. Pertinent CADD files include the FS, HV, UT, AL, RW, and PC file.   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <b>Coordination Discussions</b> – Detailed coordination discussions typically begin at this phase in the project development process.   |
| <b>Additional comments.</b><br><br><br><br><br><br><br><br><br><br> |                          |   |

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| Semi-Final Plans            |                          |   |
|-----------------------------|--------------------------|---|
| Yes                         | No                       | Have the following coordination or submittal items been completed?  |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Designation</b> – All designation desired to be obtained should be performed prior to the Preliminary Plans submittal.   |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Test Holes</b> – Test holes should be performed, and results obtained prior to the Semi-Final Plans submittal identify conflicts between proposed design features and existing utilities.                                |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Construction Plan Set</b> – A construction plan set in accordance with DelDOT's Plan Submission Checklist is required at this submission.  |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Cross Sections</b> – Cross sections in accordance with DelDOT's Plan Submission Checklist is required at this submission.  |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Utility Statement</b> – A draft utility statement is required at this phase. The utility statement should be primarily generated from information provided by the utility companies and supplemented by the design team. |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Utility Conflict Matrix</b> – An updated Utility Conflict Matrix is required at this phase.  |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>CADD Files</b> – CADD files can be provided to assist in the coordination process. Pertinent CADD files include the FS, HV, UT, AL, RW, and PC file.   |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Coordination Discussions</b> – Coordination discussions will continue during this phase in the project development process.  |
| <b>Additional comments.</b> |                          |   |

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| Final Plans                 |                          |  |
|-----------------------------|--------------------------|--|
| Yes                         | No                       | Have the following coordination or submittal items been completed?   |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Test Holes</b> – All required test holes should be requested prior to the Final Plans submission and included in the deliverable.   |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Construction Plan Set</b> – A construction plan set in accordance with DelDOT's Plan Submission Checklist is required at this submission.                                     |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Cross Sections</b> – Cross sections in accordance with DelDOT's Plan Submission Checklist is required at this submission.   |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Utility Conflict Matrix</b> – A completed Utility Conflict Matrix is required at this phase.  |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Utility Statement</b> – An updated utility statement is required at this phase.   |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Utility Relocation Checklist</b> – This checklist is used as to document impacts to each utility and to justify and obtain approval for advanced relocation work when sought. |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>CADD Files</b> – CADD files can be provided to assist in the coordination process. Pertinent CADD files include the FS, HV, UT, AL, RW, and PC file.                          |
| <input type="checkbox"/>    | <input type="checkbox"/> | <b>Coordination Discussions</b> – Coordination discussions will continue during this phase in the project development process.   |
| <b>Additional comments.</b> |                          |  |