

PROJECT DEVELOPMENT CHECKLIST

<i>Project No.:</i>		<i>Project Name:</i>		
<i>Location</i>				
<i>Designer</i>		<i>Engineer</i>		<i>Date</i>
		<i>Requested</i>	<i>Due</i>	<i>Complete</i>
Initiate Project				
Field Review With Staff				
Project Authorization / Cost				
Project Cost Summary Sheet				
Environmental Evaluation				
Requests				
Topo Survey / Maps / Deeds				
Materials Investigation				
Traffic Data: T.I., Capacity, Lanes, etc.				
Utility Information				
GIS Information				
Government Permits				
Mitigation				
Title Reports				
Concept Plans				
Drafting (TOPO, P/L's, Utilities)				
Concept Design / Project Concept Form				
Concept Design Meeting / Engineer signs off				
75% Plans				
Pavement/Base Thickness Design				
Design Profile / Notes				
Title / Traffic Control / GIS / Sheets				
Detail / Structure Sheets				
Right-of-way Sheets				
Traffic (Striping / Signal / Signing / etc.)				
Property Lines Finalized with Title Reports				
75% Plans Complete / Contract				
75% Plans to Utilities				
75% Plan Review Meeting / Engineer signs off				
Public Information Meeting				
95% Plans				
95% Plans Complete / Estimate / Contract				
95% Plans to Utilities				
95% Plan Review / Engineer signs off				
Legal Descriptions				
99% Plans				
99% Plans Complete / Estimate / Contract				
99% Plans to Right-of-Way				
100% Plans				
100% Plans Complete / Estimate / Contract / Bid				
Engineer Signs Off / Stamps Plans				