

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
**REPORTING STARTING AND COMPLETION OF PROJECTS**

County \_\_\_\_\_ Date \_\_\_\_\_  
District \_\_\_\_\_ Residency \_\_\_\_\_  
State Proj. No. \_\_\_\_\_ Contract Id. No. \_\_\_\_\_  
Federal Project No. \_\_\_\_\_  
PPMS No. \_\_\_\_\_  
Contractor \_\_\_\_\_

	DATE STARTED	DATE COMPLETED
Contract Work	_____	_____
State Force Account	_____	_____
R.R. Work	_____	_____
Utilities	_____	_____

All work on the Agreement Estimate dated \_\_\_\_\_ was completed \_\_\_\_\_ and this project is ready for final inspection by the Federal Highway Administration.

The above project was inspected on \_\_\_\_\_ by \_\_\_\_\_ (Name) \_\_\_\_\_ and found to be clear of all encroachments except permissible utilities otherwise noted below. (Title)

All entrances have been inspected prior to final acceptance, as set forth in the Construction Manual, and found to be satisfactory excepts as noted below.

Unless otherwise noted below, the project termini were not altered during construction.

**REMARKS OR EXPLANATIONS:**

\_\_\_\_\_  
*Residency Administrator*

\_\_\_\_\_  
*District Administrator*

Copy:

- Scheduling and Contract Engineer
- Asset Management Division Administrator(Maintenance Projects, Schedules, and State Force Projects)
- Programming Director
- Location and Design Engineer
- Environmental Division Administrator
- Materials Engineer
- Right of Way and Utilities Director
- Fiscal Manager
- Director of Rail, Department of Rail and Public Transportation (Projects Involving Railroads only)
- State Traffic Engineer
- Local Assistance Director
- Administrative Services Division Administrator (Capital Outlay Projects Only)
- Construction Engineer
- Project Inspector
- Contractor (Starting and completion of contract work only)
- Division Administrator, Federal Highway Administration
- **Information Technology Division (HTRIS)**

(CONTINUED)

## **INSTRUCTIONS**

This form is to be prepared immediately subsequent to the starting and completion of each phase of work shown hereon.

The statement relative to clearance of encroachments is to be completed on the form reporting final completion

The Residency Administrator is to sign and forward the completed form to the District Administrator for review and distribution.

Each successive form is to include all information shown on previous forms and an explanation of the change.

The form bearing notice of final completion is to be signed by the District Administrator.