

A set of prints with scoping Form [LD-403](#) should be provided the District Administrator. If he/she approves, the prints with Form [LD-403](#) should be forwarded to the Programming Division for scoping and then to the State Location and Design Engineer. A set of prints and an estimate should also be forwarded to MMD.

Approval to proceed will be documented by the receipt of scoping Form [LD-403](#) indicating final scoping is complete. The State Location and Design Engineer will advise of the scope approval by scoping Form [PM-131\\*](#) ([LD-404](#)) and request the District Location and Design Engineer to proceed with the development of the project. From this point the project development will proceed in accordance with the normal design procedures including public hearing, Utility Field Inspection, and right of way requirements.

At this time, the District Design Transportation Engineering Program Supervisor should request the District Environmental Section, by Form [LD-252](#), to prepare the appropriate environmental document. Copies of Form [LD-252](#), should note a brief description of the work in the remarks with copies of the form forwarded to Environmental Engineer and the State Location and Design Engineer.

9. Any major deviation from the agreements reached at the preliminary plan review as indicated in Item No. 5 must be evaluated as to the difference in cost and this information transmitted along with the prints and Form [LD-403](#), as indicated in Item 7, so that any change from the original concept can be included in the decision making process. It is imperative to ascertain that the revised project still satisfies the original objective within a reasonable funding scope. This will reduce the disparity in cost previously mentioned in the opening remarks of this section.

The above instructions apply to all Federal Safety projects, except secondaries, which are handled by the Local Assistance Division, other than justification which will be handled by the Traffic Engineering Division. Railroad Crossing projects are handled in a manner similar to these guidelines with the main exception being the fact that the plans, sketches, estimates, and work are done by the railroad company involved. In view of the mandatory allocation of manpower time and funding resources to priority projects, every step must be taken that will reduce or eliminate efforts expended throughout all Divisions within the Department. The project is to be viable from a funding and functional standpoint and every consideration shall be given to fulfilling all highway needs; however, the major thrust of manpower availability must be given to those projects for which funding is most readily available.

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\* Rev. 1/09