

SECTION 1E-3-CHECKLIST

Five columns are available for the five different time frames during which an overall review of the plan assembly should be conducted: Preliminary Field Inspection, Public Hearing, Field Inspection, Right of Way, and Final Submission.

Not all items have a line to check for all five time frames. That indicates that the information would not typically be available for review at that stage of development. As the Project Manager approaches a particular targeted review he/she should ensure the checklist has been completed by the reviewer.

In order for this checklist to serve as a "useful tool" to make your job easier, it also includes references to sections in the Road Design Manual and the Instructional and Informational Memoranda where supportive instructions on developing the particular item in the checklist may be found. These references should not be considered "all-inclusive", since there are always various references within Department directives relative to similar guidelines and instructions (i.e. reference may be to a particular IIM, when in fact you could also find information in the Road and Bridge Specifications as well as in the Drainage Manual).

The Checklist has been divided into different categories of sheets, which reference sections in the Road Design Manual and/or Instructional and Informational Memoranda.

This checklist will be updated from time to time. Make sure that you have the most current version at each appropriate time frame by comparing the revision date with those on the Forms website. As new instructions are issued, you may want to add to the checklist until the Quality Management, Assurance and Compliance (QMAC) Section can update the checklist (typically on an annual basis).

The following link [HTTP://WWW.EXTRANET.VDOT.STATE.VA.US/FORMS/](http://www.extranet.vdot.state.va.us/forms/) will access the Forms website. Copies should be made directly from the most current revisions of these sheets and kept in the project file for completion at various stages of project development.