

CHAPTER 2A – PROJECT DEVELOPMENT

SECTION 2A - 1 - PROJECT INITIATION

PRELIMINARY ENGINEERING AUTHORIZATION

Projects are initiated and funding requests are submitted according to the system classification. For a electronic copy of the Funding Allocation/Verification/Submittal Process see the [IIM-PMO-3.4](#).*

LOCATION CORRIDOR STUDY

Location Studies are now the responsibility of Environmental Division.

URBAN PROJECTS

Projects within [towns and cities](#) with populations of 3,500 or more (and other selected urban areas under 3,500) are initiated by municipal resolution to the Urban Program Manager stating their desire for VDOT to consider the implementation of a project. Upon receipt of a request the Urban Program Manager/Project Sponsor will work with the District Project Management Office to enter the appropriate information in the “Project Pool” to establish a “New” project, obtain a Temporary UPC number and a Partial state base number. The Project Manager or Project Coordinator will initiate a request for the project to be a “Candidate” in the “Project Pool”, obtain a permanent UPC number and a complete state base number. Once the project is included in a “Live” Six Year Improvement Program (SYIP) a Form PD3 will be submitted by the Programming Division to Fiscal Division to authorize preliminary engineering. On Federally Funded Projects the Federal Authorization must be in place to open the project to charges.

* Rev. 1/15