

## **REQUESTING STRUCTURE NUMBERS**

When a project includes a structure, a “B” or “D” number (See [Section 2E-6 PREPARATION OF SUPPLEMENTAL SHEETS](#)) and a 5-digit FMSII/HTRIS Number is required. The “B” or “D” number is assigned by Location and Design Division’s Plan Coordination Section for Interstate, Primary and Urban projects only. All secondary projects with “B” or “D” numbers are assigned by the Programming Divisions. The Project Manager will then request the FMSII/HTRIS Number by submitting Form [LD-219](#) to the C.O. Structure and Bridge Division or to the District Structure and Bridge section prior to requesting a project number from the appropriate division. This request must provide the location of the crossing, denoted on a map, conceptual sketch, or plans, if available.

## **REQUESTING A PROJECT NUMBER**

New Projects [prior to inclusion of project in the Six Year Improvement Program (SYIP)] - Programming Division will process Form [LD-219](#).

Existing Projects (projects included in SYIP) - The Project Manager may request that an additional number be assigned to a project (additional PE, R/W, C, B or D number) by submitting Form [LD-219](#) to the Programming Division. The Programming Division will forward Form [LD-219](#) to the Location and Design Plan Coordination Section upon concurrence with the request.

## **REQUESTING A REVISION TO A PROJECT NUMBER**

To request a revision to a project number (i.e. changing a “C” to an “M”, canceling a project number, etc.) the Project Manager will submit Form [LD-219](#) to the Programming Division.

## **REQUESTING A REVISION TO A PROJECT DESCRIPTION**

To request a revision to the project description, the Project Manager will complete and submit Form [LD-219](#) to the Programming Division. The Programming Division will process the request, and upon concurrence, forward Form [LD-219](#) to the Location and Design Plan Coordination Section. The Form [LD-219](#) will document Programming Division's concurrence in the Remarks Section of the form.

When a revision to the project description dramatically changes the scope, length, and/or cost of the project, the Project Manager must submit a revised Scoping Form [LD-430](#) to the Programming Division along with Form [LD-219](#). This request should provide a detailed summary of the revision (including reason for the scope change, new estimated cost, and any changes in the project schedule) and must be signed by the State Location and Design Engineer (or District Administrator). Minor revisions to the project scope may not warrant a revised scoping form. The Project Manager should discuss these situations with the Programming Division.

## **SECONDARY ROADS (ARTERIAL-COLLECTOR-LOCAL ROADS)**

The following procedure is to be adhered to in the preparation of secondary projects for field inspection stage:

1. Secondary projects are initiated by the **Residency Administrator** in conjunction with a master plan and with approval of appropriate boards of supervisors. He will submit Form [LD-430](#) to the Local Assistance **Division Director**, with an assigned project number and the Functional Classification.
2. Upon receipt of the secondary roads Preliminary Field Inspection authorization, the State Location and Design Engineer shall request data in accordance with Section **2A-1-PROJECT INITIATION** and request historical and archaeological surveys. It is desirable that the information be available to those present at the time of the review. The State Location and Design Engineer shall assist in supplying any mapping or photography which may be required to complete the above.

3. After completion of step No. 2, the District Administrator will schedule an [Initial Field Review](#) and notify the [Local Assistance Division Director](#), Location and Design Engineer and Right of Way Engineer of the date, time and site. Representatives from the District Environmental, Right of Way, Traffic Engineering, or any other appropriate section(s) may be requested to attend. A scoping team reviews the design at this time for documentation. (See [IIM - LD - 210](#).)
4. The results of this Initial Field Review are to be forwarded to the [Local Assistance Division Director](#) on Form [LD-430](#). The cost estimate of the project is to include construction estimates by the Location and Design Section. The District Right of Way Section will provide right of way and utility estimates as required. Projects with anticipated right of way donations are to have the donations fully resolved at this time.
5. Upon receipt of the Form [LD-430](#), [Local Assistance Division Director](#), shall complete his review and should he concur with the proposed scheme of development, he will so notify the State Location and Design Engineer with a copy to the District Administrator. Upon approval by the State Location and Design Engineer, field surveys will be authorized. Field surveys are not to be made prior to this approval.
6. Upon completion of the preliminary design, which will include proposed grades and right of way, prints will be [made available](#) to the District Environmental Manager for preparation of the proper environmental document and for permit determination.
7. Any major deviation from the agreements reached at the Initial Field Review and indicated in step No. 3 must be evaluated considering cost differential. This information is to be transmitted along with the preliminary plans as indicated in step No. 6 so that any change from the original concept can be included in the decision making process. The revised project must satisfy the original objective within a reasonable funding scope. In cooperation with the [Residency Administrator](#), the District Design Engineer will be responsible for determining and updating the project cost so that a project will not be scheduled prior to the Department's ability to finance.
8. For instructions on using the "No Plan" and "Minimum Plan" concept see [Appendix A, Section A-7-"No Plan" and "Minimum Plan" PROJECTS](#).

## PROJECT PROGRESSION

The State Location and Design Engineer or his representative for Location will request that the design unit in either the Central Office or the District to which the project has been assigned prepare a preliminary study, if one is warranted. Should a study not be needed, survey will be authorized as noted in [Section 2B-1-GROUND SURVEYS](#). The Preliminary Engineering Section will participate in any special studies and analyses that may be required by management.