

Florida Department of Transportation



District One Design

Practices and Policies Guide

March 2020

## TABLE OF CONTENTS

<b>DESIGN TOPICS .....</b>	<b>4</b>
REQUIRED FIELD REVIEWS .....	5
PLAN REVIEW GUIDELINES.....	7
LANE CLOSURE ANALYSIS FOR SCHOOLS.....	8
MAINTENANCE OF TRAFFIC REVIEWS.....	9
EXTRA DEPTH ASPHALT CORING REQUEST PROCEDURE .....	10
ROCK NOTE.....	12
PAVEMENT TRANSITION AT PROJECT ENDS POLICY.....	13
PRACTICES ON TREATMENT OF DRIVEWAYS IN DEPARTMENT PROJECTS .....	14
INCLUSION OF ANTI-GRAFFITI COATINGS ON PROJECTS.....	15
DISTRICT CHANGE MEMO .....	16
SIGNING AND SEALING OF PLAN REVISIONS (POST-LETTING).....	18
USE OF SOD ON ROADWAY PROJECTS.....	19
<b>ENVIRONMENTAL COORDINATION.....</b>	<b>21</b>
MINOR ENVIRONMENTAL DETERMINATIONS AND ENVIRONMENTAL CERTIFICATIONS .....	22
ENVIRONMENTAL DETERMINATION WORKSHEET .....	23
STATUS OF ENVIRONMENTAL CERTIFICATION .....	24
<b>RIGHT-OF-WAY COORDINATION.....</b>	<b>25</b>
DISTRICT ONE PRELIMINARY RIGHT-OF-WAY REVIEW PROCEDURE (ACTIVITY/EVENT 210).....	26
SAMPLE LETTERS FOR FINAL R/W REQUIREMENTS TRANSMITTALS .....	29
IN-HOUSE PROJECTS.....	30
(1) FINAL R/W REQUIREMENTS MEMO TO FDOT DESIGN PROJECT MANAGER SAMPLE MEMO .....	30
(2) FINAL R/W REQUIREMENTS MEMO TO R/W SURVEYING & MAPPING SAMPLE MEMO .....	31
(3) FINAL R/W REQUIREMENTS COMPARISON MEMO SAMPLE MEMO .....	32
(4) DEFINITION OF EASEMENTS MEMO TO DISTRICT R/W SURVEYOR SAMPLE MEMO.....	33
CONSULTANT PROJECTS.....	34

(1) FINAL R/W REQUIREMENTS TO FDOT DESIGN PROJECT MANAGER SAMPLE LETTER.....	34
(2) FINAL R/W REQUIREMENTS TO SURVEYING & MAPPING CONSULTANT SAMPLE LETTER .....	35
(3) FINAL R/W REQUIREMENTS COMPARISON SAMPLE LETTER .....	36
(4) DEFINITION OF EASEMENTS SAMPLE LETTER .....	37
RIGHT-OF-WAY CONSIDERATIONS .....	39
<b>UTILITY COORDINATION .....</b>	<b>40</b>
SUBSURFACE UTILITY ENGINEERING (SUE) POLICY DIRECTION.....	41
PLANS SUBMITTALS TO UTILITIES.....	42

# **DESIGN TOPICS**

## **REQUIRED FIELD REVIEWS**

### 0% Review (establishes definitive Scope of Services)

1. Mandatory Field Review
2. Attendees:
  - a. Designer
  - b. Traffic Ops/Safety
  - c. Project Development
  - d. Professional Services Administrator
  - e. Maintenance
  - f. Drainage – when applicable
  - g. Bike Coordinator
  - h. F.H.W.A. – when schedule permits

### Phase I Review

1. Mandatory Plans Review (field review, if needed)
2. Attendees:
  - a. Designer
  - b. Traffic Operations
  - c. Safety Engineer
  - d. Project Development– when applicable
  - e. Utilities
  - f. Maintenance
  - g. Bike Coordinator
  - h. F.H.W.A. – when applicable
3. Chapter 25 Plans Preparation Manual Checklist, Pages 5 & 6
  - a. Key Sheet
  - b. Drainage Maps
  - c. Typical Section
  - d. Plan/Profile Sheets
  - e. Cross Sections – 500'
  - f. Interchange and Ramp Layouts

### Phase II Review

1. Mandatory Field Review
2. For Both Major and Minor Projects
3. Attendees:
  - a. Plans Review Coordinator
  - b. Designer
  - c. Construction (Resident Office)
  - d. Maintenance (Resident)
  - e. Safety Engineer
  - f. Utilities

- g. Traffic Operations
  - h. Bike Coordinator
  - i. Consultant– when applicable
  - j. Facilities and Structures– when applicable
  - k. F.H.W.A. – when applicable
4. Plans must include Pay Items

#### Phase III Review

1. Mandatory Plans Review (field review if needed)
2. Meeting held with those required to attend 60% review
3. Bring written comments/recommendations to be presented to designer and discussed by group.
4. Designer must furnish (3) complete sets of preliminary plans: Pay Items & Quantities, Signing, Markings, Signals, Structures

Hold monthly team reviews at designated time and location.

## **PLAN REVIEW GUIDELINES**

### Additional submittal requirements

- Lane closure worksheets are required with all Phase II plan review submittals.

### Plan review timings (written approval is necessary to waive either of these requirements)

- Plan reviews are required to be completed within 4 weeks
- Written responses to plan review are required within 4 weeks of submittal.

### Typical Section Development

- Typical Section packages, and plans, are to reflect a minimum number of sections (+/- 3)

## **LANE CLOSURE ANALYSIS FOR SCHOOLS**

It is the responsibility of the Project Manager to contact all schools located within their project limits to determine the potential impacts caused by contractor operations when considering project lane closures during student drop-off and pick-up hours. A telephone call to the specific school principal, or other key staff person, should enable you to easily obtain the times.

To obtain information from the schools, please follow these steps:

1. Access Google Earth on your computer.
2. Locate your project on the map.
3. Search under Businesses for schools (a listing of the schools should appear on the left side of the screen).
4. Contact schools located in or within one to two miles from your project limits to obtain drop-off/pickup hours.

## **MAINTENANCE OF TRAFFIC REVIEWS**

No plans will be accepted for Maintenance of Traffic Review which do not have the work sheets completed per the “Lane Closure Policy and Procedures”.

The checklist for finalizing, and mailing, a set of plans requires a memorandum stating approval of the temporary traffic control plans prior to the actual mail date. The temporary traffic control plans cannot be properly prepared without the “Lane Closure” data.

## **EXTRA DEPTH ASPHALT CORING REQUEST PROCEDURE:**

Place additional coring data into our roadway plans for pavement areas that are likely to have thicker than normal pavement. The data is to be summarized as shown in the attached chart and will include the milepost, lateral location (left turn lane, right turn lane, paved shoulder, through lane, etc.) and asphalt pavement depth in inches for each core. The note below the chart in the attached file will also be included below the chart in the plans.

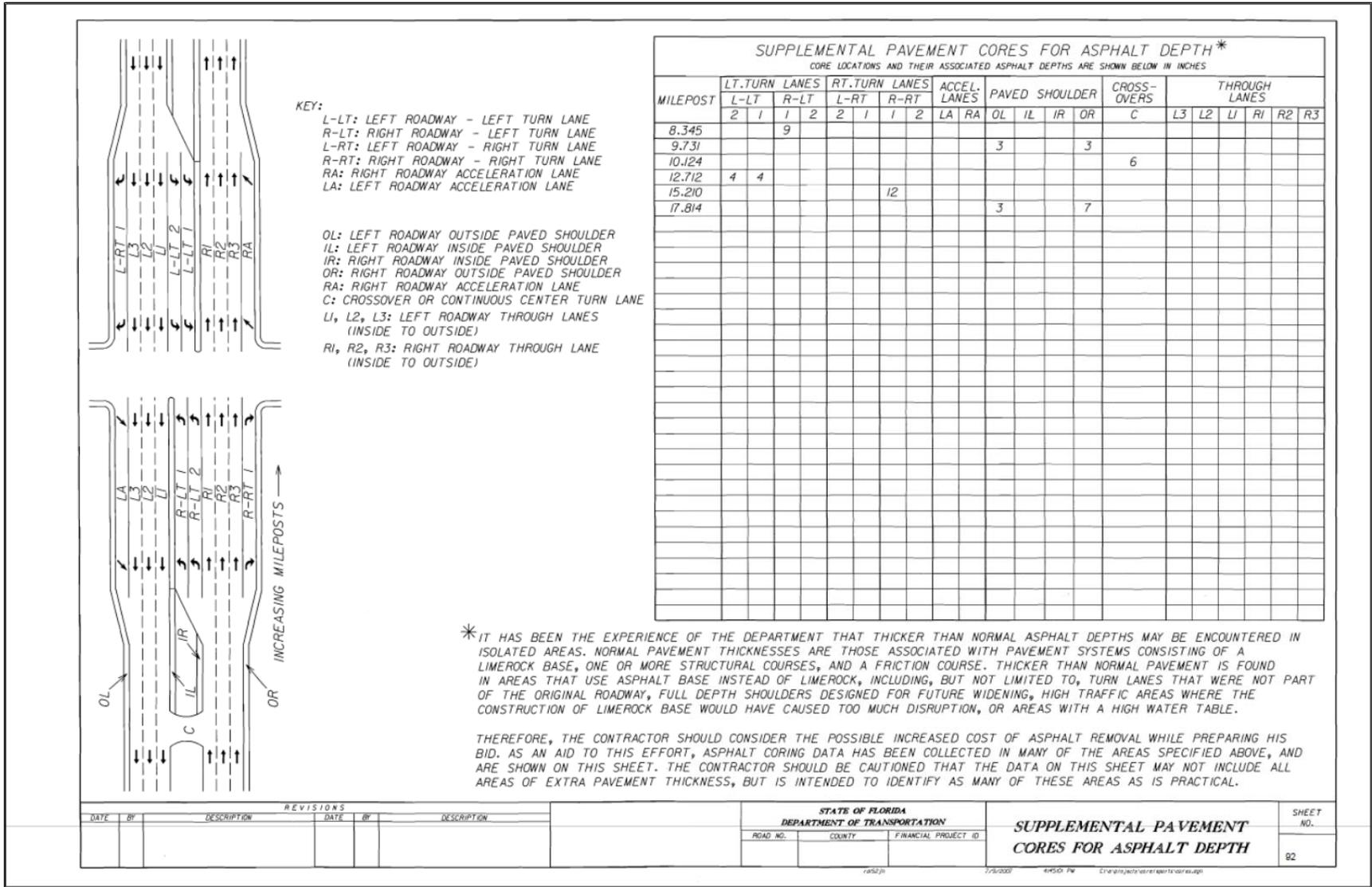
It shall be the engineer of record's responsibility to identify areas of potentially thicker than normal pavement and the project manager will submit a request to the District Bituminous Engineer for supplemental coring at the same time the standard coring request is made. The requested core locations should be indicated on the attached chart by showing a milepost and placing an "X" in the column that identifies the lateral location of the core. Additional corings may have to be made at a later date as the design develops, however, as many supplemental locations as possible should be identified in the initial request.

The above mentioned note (see attachment) can be used as a guide as to what locations should be specified. Only those areas where the entire depth of pavement is to be removed should be specified. This includes all existing through lanes to be removed for total reconstruction, as well as pavement, such as paved shoulders and turn lanes, to be removed for the addition of through lanes or new turn lanes. Areas to be milled for normal resurfacing (lime rock is not exposed) do not need to be specified.

The project manager will submit to the District Bituminous Office a changeable electronic (Microstation) file version of the attached chart with the mileposts and X's indicated in the proper columns as mentioned above. The Microstation version is available at [D1sharepoint.dot.state.fl.us/sites/design/home.aspx](http://D1sharepoint.dot.state.fl.us/sites/design/home.aspx). The District Bituminous Office will overwrite the X's with the measured asphalt thicknesses in inches and electronically return the chart to the project manager for addition into the plans.

Contact the District Pavement Designer, or District Bituminous Office, with any questions.

Please note that the District Bituminous Office has access to Ground Penetrating Radar (GPR) which can be used to get more detailed information if necessary. Please contact that office for additional details.



Example of Data Summary Sheet  
(For reference only!)

## **ROCK NOTE**

### **Major Projects**

- (1) The note for limestone formation in the PPM will be used on the Roadway Soils Survey sheet as follows:

THE MATERIAL FROM STRATUM NUMBER XX IS NATURAL LIMESTONE FORMATION. SPECIAL TOOLS AND EQUIPMENT WILL BE REQUIRED TO EXCAVATE AND/OR DEWATER THIS MATERIAL

- (2) The following “rock note” will be used on the appropriate sheet (i.e., pond sheet, signal sheet, whichever sheet(s) include(s) the boring(s) where rock is encountered) as follows:

WEATHERED LIMESTONE/CAP ROCK WAS ENCOUNTERED WITHIN THE BORINGS. THIS MATERIALS IS ROCK AND IS LOCATED IN SHALLOW DEPTHS. EXCAVATIONS INTO AND/OR THROUGH LIMESTONE/CAP ROCK WILL BE DIFFICULT AND WILL REQUIRE NON CONVENTIONAL CONSTRUCTION TECHNIQUES AND SPECIALIZED EQUIPMENT. LIMESTONE/CAP ROCK IS POROUS AND WILL BE DIFFICULT TO DEWATER.

- (3) The “rock note” will not be included in the General/Project Notes.

### **Minor / 3R Projects**

Select borings will be performed for signal and lighting projects in Lee, Collier, and any other counties where rock is anticipated. The “rock note” above will be placed on the appropriate geotechnical sheets only.

## **PAVEMENT TRANSITION AT PROJECT ENDS POLICY**

A problem occurs with the post construction appearance of pavement at the beginning and ends of projects, just outside the project or full typical section limits. Specifically, there are areas of pavement where no reconstruction or replacement of existing structural course is required, but temporary striping is required to accommodate construction phasings within the project limits. The problem is created when the temporary striping is removed, leaving an unacceptable final appearance of the unchanged pavement. Ensure that the existing friction course be milled and replaced in these areas so there would be no remnants of the temporary striping on the roadway surface. There would only be the final striping on the new friction course.

The policy also applies to any temporary striping placed on intersecting streets within the longitudinal project limits.

The milling and friction course required for this should be paid for under the respective pay items for these items.

Contact any member of the design management team if you have any questions.

## **PRACTICES ON TREATMENT OF DRIVEWAYS IN DEPARTMENT PROJECTS**

### Reconstruction/Widening Projects

- Provide the minimum access needed for undeveloped properties
  - Check if the access point are built with permit
  - Coordinate with the property owner for potential modification
- Pursue revision of driveways if needed to comply with the current design standards
  - Focus on really wide driveways
- Design driveways to accommodate the current use and type of traffic using the property
- Identify driveway designs in the plans

### Resurfacing (3R) Projects

- Provide the minimum access needed for undeveloped properties
  - Check if the access points are built with permit
  - Coordinate with the property owner for potential modifications
- Pursue removal of unused driveways that are barricaded or blocked
  - Check if the access points are built with permit
  - Coordinate with the property owner for potential modifications
- Pursue revision of driveways if needed to comply with the current design standards
  - Focus on really wide driveways
  - Pursue change only if documented safety/operational problem exists
  - Coordinate with Access Management/Safety on these driveways

## **INCLUSION OF ANTI-GRAFFITI COATINGS ON PROJECTS**

The inclusion of anti-graffiti coatings on projects should be determined on a case by case basis during discussions initiated by the Design Project Manager with the District Project Management Engineer and/or the responsible Senior Design Engineer, along with appropriate personnel representing the responsible Operations Center, and concurred by the District Design Engineer or his designee. The discussions should occur as early in the design process as possible, but no later than a couple of weeks prior to the loading of pay items at Phase II for 3R projects and Phase III for all other projects, if applicable.

# MEMORANDUM

**Date:** \_\_\_\_\_

**To:** District Specifications Engineer, MS 1-37  
**(DO NOT MAIL TO TALLAHASSEE)**

**From:** \_\_\_\_\_, Project Manager

**Copies:** District Estimator Coordinator w/attachments, MS 1-48

**Subject: District Change Memo** – Letting (mo./yr.) \_\_\_\_\_

Financial Project ID \_\_\_\_\_ (Lead number only)

Proposal/Contract ID \_\_\_\_\_

FA Project Yes\_\_\_ No\_\_\_ If yes, FA No. \_\_\_\_\_

FA Oversight Yes\_\_\_ No\_\_\_

County\_\_\_\_\_ State Road No. \_\_\_\_\_

Changes have been made to the plans after submittal to your office. A copy of the changed plan sheets is attached and another copy has been forwarded to the District Estimates Coordinator. Please review the changes listed below and indicate whether or not they will require a supplement to the current specifications package.

I have reviewed these changes for effects to the Specifications Package and a Supplement is\_\_\_is not\_\_\_required.\_\_\_\_\_ Date: \_\_\_\_\_  
District Specifications Engineer

Concurred by:\_\_\_\_\_ Date: \_\_\_\_\_  
DDE, DCPME or DSDE

<u>Sheet No(s).</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



## **SIGNING AND SEALING OF PLAN REVISIONS (POST-LETTING)**

All post-letting revisions to the Record Set as conducted by the Engineer of Record shall be digitally signed and sealed.

This will not affect the ability of a CEI or the responsible Operations Center Engineer from using an impression seal for as-built plans.

## **USE OF SOD ON ROADWAY PROJECTS**

### **Intent:**

It is the intent of this District One Standard Practice to have green permanent grass growing at the completion of new roadway embankment construction and maintenance work. These are the minimum requirements for sodding on District One projects. Judgment and coordination with the District Construction Office should be used to evaluate project and site-specific cases where additional sodding may be needed. References are made to the Standard Plans for Road Construction, Fiscal Year 20-21 edition.

### **Specifics:**

Sod, in lieu of seed and mulch, shall be used on all roadways with urban (raised curb) typical sections.

Watering and fertilizing requirements, as well as the requirement for staking sod on slopes, are defined by the specifications and will not be shown in the plans.

Sod shall be placed on slopes 1v:3h or steeper. This requirement will be shown in the plans.

For new rural embankments, sod shall be placed on the low side of superelevated curves as shown in the attached diagram. Generally, this will be between the edge of pavement (EOP) and the inside toe of slope, not to exceed a lateral distance of 15 feet. The longitudinal limits of the above width requirement will be within that portion of the roadway where the cross slope exceeds 0.02 ft./ft. in one direction for both lanes of a two lane roadway, or for a divided highway, when all lanes for each roadway exceed 0.02 ft./ft. For divided highways with six or more lanes, the outside lanes will normally exceed 0.02 ft./ft. within the tangent sections (generally 0.03 ft./ft.), however, the above width requirement applies only where all lanes, including the inside lanes exceed 0.02 ft./ft. The attached diagram shows the four-lane divided highway scenario. This diagram will act in support of the “Shoulder and Slope Treatment for Superelevated Roadways (Standard Plans Index 570-010, Sheet 2 of 3)”.

On tangent sections and on the outside of curves, sod shall be used between the edge of pavement and a point 4 ft. beyond the shoulder break point on new roadway embankments.

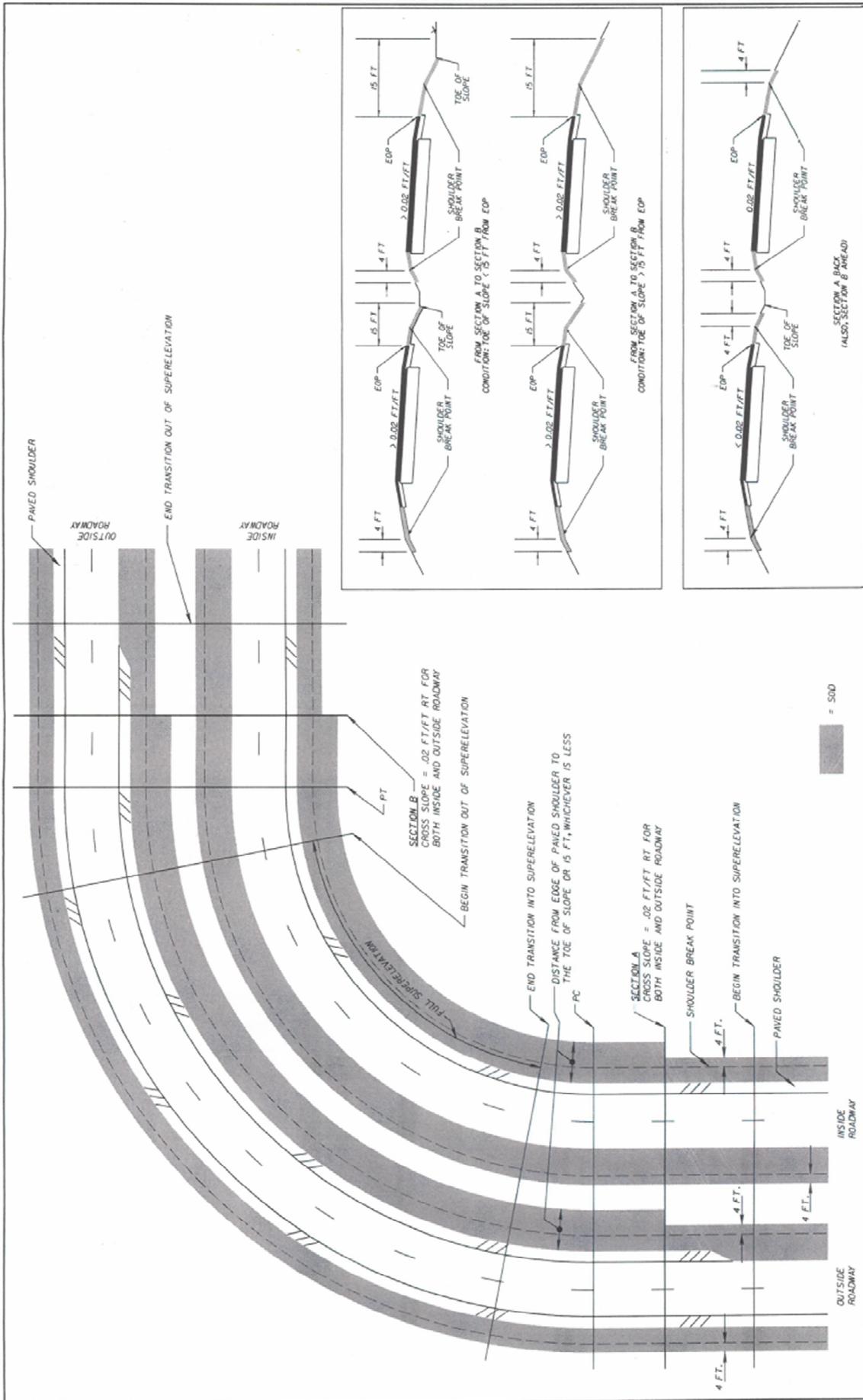
For all projects with less than 10,000 SY grass area, sod shall be used for all disturbed areas.

Sod is to be used to eliminate narrow seed and mulch areas. Areas less than 6 ft. in width shall be sodded.

Sod shall be placed around new or modified drainage structures as per the Standard Plans Index 570-001 (Sheet 3 of 3) and extended to the edge of pavement.

Sodding along the edge of pavement (typically the existing paved shoulder) on resurfacing projects shall be per Standard Plans Index 570-010, including that portion of major reconstruction projects where only milling and resurfacing of existing pavement is to take place. Other work within these projects that disturbs existing grass will be subject to the requirements for new construction above. Examples of the latter include embankment for new or extended auxiliary lanes, new or modified drainage structures, or any other feature that disturbs existing grass. The Sodding limits for new shoulder pavement on existing shoulders will be determined through coordination between the Design Project Manager and the Construction Department.

This policy acts in support of the identified Permanent Erosion Control treatments delineated in Standard Plans Index 570-001 (Sheets 1-3).



STATE OF FLORIDA		DEPARTMENT OF TRANSPORTATION		SOD PLACEMENT IN SUPERELEVATED CURVES	
ROAD NO.	COUNTY	FINANCIAL PROJECT ID	SHEET NO.		
DATE	DESCRIPTION	REVISION'S DATE	DESCRIPTION		

# **ENVIRONMENTAL COORDINATION**

## **MINOR ENVIRONMENTAL DETERMINATIONS AND ENVIRONMENTAL CERTIFICATIONS**

Project managers must initiate the environmental determination process at the 235-025 milestone (Phase II Submittal - Departmental Review) by submitting an Environmental Determination Worksheet (EDW) (sample attached) and a project location map to the District Environmental Administrator. The Project Manager completes the project information portion and lines 1-4 of the EDW that include engineering and right-of-way information. EMO will complete the bottom portion of the EDW (lines 5-10), identifying any environmental impacts.

An environmental determination memo will be developed by EMO following completion of the EDW. A Programmatic Categorical Exclusion (CE), or Type 1 CE, will be developed if federal funds are involved. A Non-Major State Action (NMSA) will be developed if there are no federal funds. The opportunity will exist to reevaluate the type of environmental determination that is appropriate for the project when Phase IV plans are submitted. The District Environmental Administrator should be notified immediately if the type of funding changes or the project impacts increase or decrease. The type and level of environmental determination may change.

The Project Manager should forward a Status of Environmental Certification (sample attached) to the District Environmental Administrator at least two weeks prior to the Activity ID 204 (Production Date). Complete the project information at the top of the sheet, verifying the type of funding. Include the following statement at the bottom of the sheet: "This project is a Non-Major State Action with no federal funding." only if federal funds are not involved. The appropriate blanks will be checked, and the District Environmental Administrator will sign and return the sheet to the Project Manager.

Contact the District Environmental Administrator with any questions.

**ENVIRONMENTAL DETERMINATION WORKSHEET**

Date: \_\_\_\_\_  
Financial Project I.D.: \_\_\_\_\_ Federal Aid Project Number: \_\_\_\_\_  
Roadway ID Number: \_\_\_\_\_  
County: \_\_\_\_\_ City: \_\_\_\_\_  
Project Name/Limits: \_\_\_\_\_  
From: \_\_\_\_\_  
To: \_\_\_\_\_

Please provide a PROJECT LOCATION MAP

1. Detailed description of project: (lane width; design – rural or curb and gutter); shoulders width, paved or grass; signals; median – width, painted, grass or raised.)
  - a. Existing Conditions: \_\_\_\_\_
  - b. Proposed Improvements: \_\_\_\_\_
2. Drainage structures: (number of culverts or pipes) \_\_\_\_\_  
(type, replace, extend, etc.) \_\_\_\_\_
3. Any excavation greater than one foot below land surface? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, give location(s): \_\_\_\_\_
4. Right of Way (Existing Width): \_\_\_\_\_  
Additional Required (width, length, area) \_\_\_\_\_  
Displaces: \_\_\_\_\_
5. Permits Required: \_\_\_\_\_
6. Floodplains (Map No.): \_\_\_\_\_
7. Wetland Involvement: \_\_\_\_\_
8. Critical Habitat: \_\_\_\_\_  
Endangered Species: \_\_\_\_\_  
\_\_\_\_\_
9. Historic Survey Required: \_\_\_\_\_  
Recreational or 4(f) Property: \_\_\_\_\_
10. Contamination Involvement: \_\_\_\_\_
11. For all Bridge Replacement – Traffic  
Existing \_\_\_\_\_ Project ADT (10 Year) \_\_\_\_\_

**STATUS OF ENVIRONMENTAL CERTIFICATION**

Financial Project ID \_\_\_\_\_

Proposal/Contract ID \_\_\_\_\_

Federal Aid No. \_\_\_\_\_

Project Description \_\_\_\_\_

This project is a Categorical Exclusion under 23 C.F.R. 771.117:

\_\_\_\_\_ This project is a Type 1 Categorical Exclusion under 23 CFR 771.117(c) effective November 27, 1987, as determined on \_\_\_\_\_, and the determination remains valid.

\_\_\_\_\_ This project is a Programmatic Categorical Exclusion per FHWA, FTA, and FDOT Agency Operating Agreement executed on January 15, 2003, as determined on \_\_\_\_\_, and the determination remains valid.

The environmental document for this project was a (check one):

\_\_\_\_\_ Type 2 Categorical Exclusion under 23 C.F.R. 771.117(d) approved on \_\_\_\_\_, or

\_\_\_\_\_ Finding of No Significant Impact under 23 C.F.R. 771.121 approved on \_\_\_\_\_, or

\_\_\_\_\_ Final Environmental Impact Statement under 23 C.F.R. 771.125 approved on \_\_\_\_\_.

A reevaluation in accordance with 23 C.F.R. 771.129 was (check one):

\_\_\_\_\_ Approved on \_\_\_\_\_.

\_\_\_\_\_ Not required.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Environmental Administrator

# **RIGHT-OF-WAY COORDINATION**

## **DISTRICT ONE PRELIMINARY RIGHT-OF-WAY REVIEW PROCEDURE (ACTIVITY/EVENT 210)**

At the Phase I Roadway Plans Preparation stage (30% design – activity #113), the Project Manager will initiate the review procedure with a memorandum of transmittal, along with one (1) set each of Phase I Roadway Plans, to the District Surveyor Administrator and the District Environmental Management Engineer.

The accompanying memorandum will also be transmitted to the following: the District Project Management Engineer, District Design Engineer, District Drainage Engineer, District Utility Engineer, District Right-of-Way Manager and District Value Engineer. Upon receipt of the transmittal from the Project Manager, the District Surveyor Administrator will transpose right-of-way requirements from the Roadway Plans to preliminary right-of-way maps and forward these maps with the Roadway Plans and Property Appraiser's Maps of the project limits, to the District Right-of-Way Manager.

The District Right-of-Way Manager will relay the furnished materials to the Deputy District Right-of-Way Manager - Appraisal (DDRWMA). The DDRWMA will coordinate the formation and activities of a right-of-way review team. This team will consist of individuals with expertise in business damages, relocation costs, acquisition and real estate appraisal. The review team will perform an on-site evaluation in order to develop recommendations to substantially reduce right-of-way costs and minimize impact on properties affected by the takings, identify extreme high cost parcels and cost estimate various alternatives, if necessary. If questions of a legal nature arise during the review, the team will coordinate with the District General Counsel's Office for legal opinions and determinations. Normally, two weeks will be allotted for this review. Upon completion of the review and compilation of cost estimates, the team will submit its findings to the Project Manager.

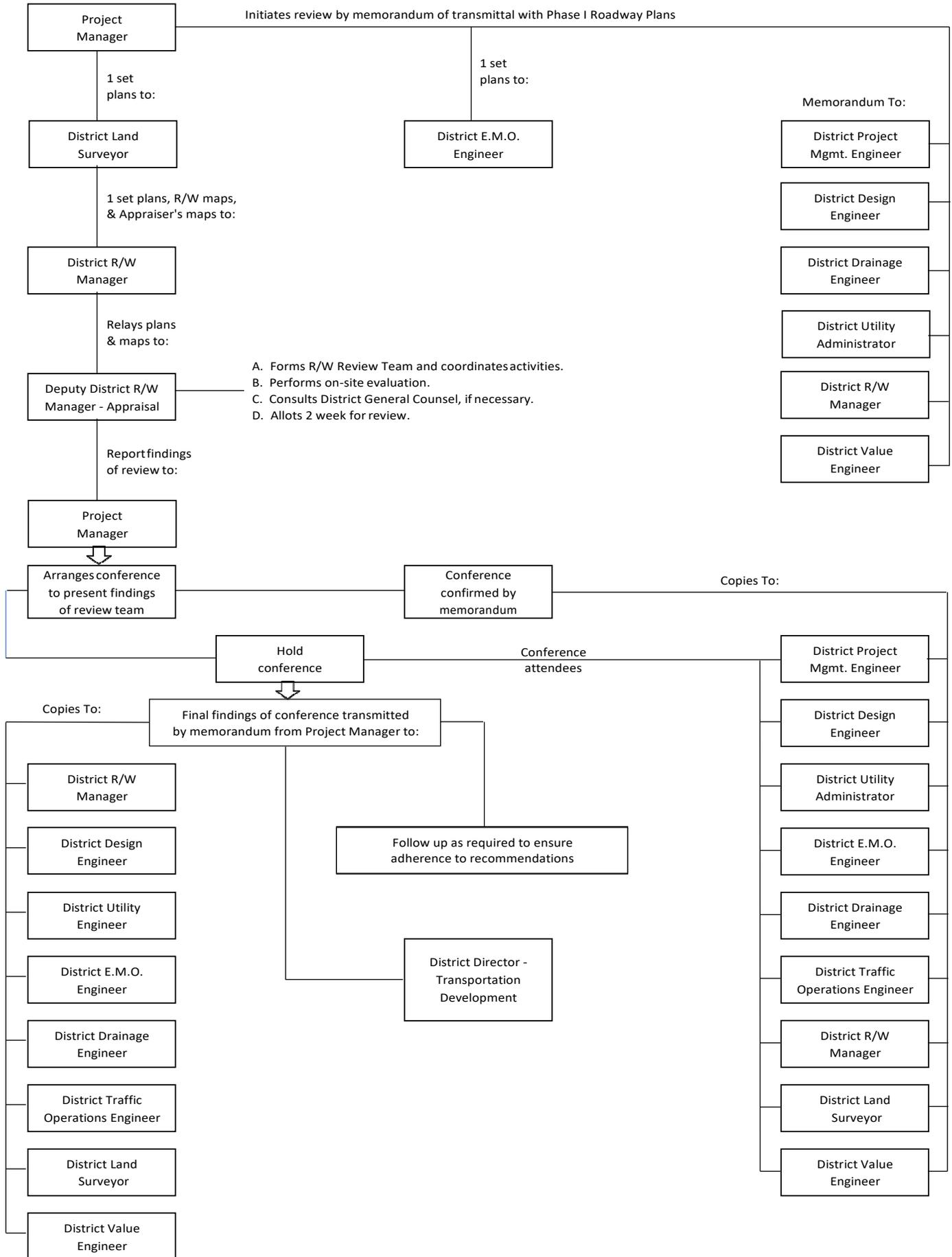
The Project Manager will arrange a conference to discuss issues of concern, if necessary. This conference will be confirmed by memorandum from the Project Manager. The memorandum will include the right-of-way review team's findings and/or specific recommendations and will be distributed to each of the following: District Design Engineer, District Project Management Engineer, District Environmental Management Engineer, District Drainage Engineer, District Traffic Operations Engineer, District Utility Engineer, District Right-of-Way Manager, District Surveyor Administrator and District Value Engineer. The minimum attendees of the conference will be following: District Right-of-Way Manager, District Design Engineer, District Project Management Engineer, Project Manager and District Environmental Management Engineer, or their designees. The attendees will address the most efficient use of right-of-way versus design safety factors and other mitigating circumstances with an emphasis on right-of-way costs.

The final findings of the conference attendees, reach by consensus, will be transmitted by memorandum from the Project Manager outlining specific revisions to be made, if any. This memorandum will be transmitted to the District Director (Production) with copy to the following: District Design Engineer, District Right-of-Way Manager, District Environmental Management Engineer, District Surveyor Administrator, District Drainage Engineer, District Traffic Operations Engineer, District Utility Engineer and District Value Engineer.

If there is no need for a conference, the Project Manager will advise all parties that the review has been completed and there is no need to convene a conference unless other sections have concerns.

After an agreed upon period based on the extent of revisions to be made, the Project Manager will follow up to ensure that the revisions have been completed as recommended. The Project Manager will then notify conference attendees, by memorandum, that all recommended revisions have been completed.

# FLOW CHART



## **SAMPLE LETTERS FOR FINAL R/W REQUIREMENTS TRANSMITTALS**

### In-House Projects

- Final R/W Requirements Memo to Design Project Manager
- Final R/W Requirements Memo to R/W Surveying and Mapping
- Final R/W Requirements Comparison Memo
- Definition of Easements Memo to District R/W Surveyor

### Consultant Projects

- Final R/W Requirements to FDOT Design Project Manager
- Final R/W Requirements to R/W Surveying and Mapping Consultant
- Final R/W Requirements Comparison to FDOT Design Project Manager
- Definition of Easements to FDOT District R/W Surveyor

IN-HOUSE PROJECTS  
(1) FINAL R/W REQUIREMENTS MEMO TO FDOT DESIGN PROJECT MANAGER  
SAMPLE MEMO

*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

801 North Broadway Avenue  
Bartow, FL 33830

JIM BOXOLD  
SECRETARY

**MEMORANDUM**

**Date:**

**To:** File

**From:** Design Project Manager

**Copies:** District Design Engineer  
District Roadway Design Engineer  
Senior Design Engineer  
District Land Surveyor  
District Right-of-Way Surveyor

**Subject: Identification of Final Right-of-Way Requirements**  
Project Description  
Financial Project ID  
County

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This is to officially inform you that all final right-of-way requirements have been identified, including mainline, stormwater retention and mitigation right-of-way (if necessary).

Please contact me if you have any questions.

*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

801 North Broadway Avenue  
Bartow, FL 33830

JIM BOXOLD  
SECRETARY

**MEMORANDUM**

**Date:**

**To:** District Land Surveyor

**From:** Design Project Manager

**Copies:** District Right-of-Way Surveyor (w/Contract Plans & R/W CADD Files)  
District Design Engineer  
District Roadway Design Engineer  
Senior Design Engineer

**Subject: Final Right-of-Way Requirements Submittal**  
Project Description  
Financial Project ID  
County

---

Transmitted herewith are Contract Plans and Right-of-Way CADD files depicting final right-of-way requirements for all property needed on the subject project, as approved by the District Design Engineer.

Please contact me if you have any questions.

IN-HOUSE PROJECTS  
(3) FINAL R/W REQUIREMENTS COMPARISON MEMO  
SAMPLE MEMO

*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

801 North Broadway Avenue  
Bartow, FL 33830

JIM BOXOLD  
SECRETARY

**MEMORANDUM**

**Date:**

**To:** File

**From:** Design Project Manager

**Copies:** District Design Engineer  
District Roadway Design Engineer  
Senior Design Engineer  
District Land Surveyor  
District Right of Way Surveyor

**Subject: Final Right-of-Way Requirements Comparison**  
Project Description  
Financial Project ID  
County

---

This is to officially notify you that the Final Right-of-Way Maps have been compared to the right-of-way on the construction plans and they are in agreement.

Please contact me if you have any questions.

*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

801 North Broadway Avenue  
Bartow, FL 33830

JIM BOXOLD  
SECRETARY

**MEMORANDUM**

**Date:**

**To:** District Right-of-Way Surveyor

**From:** Design Project Manager

**Copies:** District Land Surveyor  
District Design Engineer  
District Roadway Design Engineer  
Senior Design Engineer

**Subject: Final Right-of-Way Requirements – Purpose of Easements**  
Project Description  
Financial Project ID  
County

---

This is to officially notify you of the purpose of all easements required for the above referenced project.

**(Examples Only)**

**For TCE's (700, 701, 702, ...)**

Parcel 700 -

The purpose of this temporary construction easement is to assist in the construction of the proposed roadway improvements. The termination date of the easement has not been determined and will be provided at a later date. (Or the termination is one year after the start of construction, or this easement will be needed for \_\_\_\_\_ days).

**For Perpetual Easements (800, 801, 802, ...)**

Parcel 800 -

The purpose of this perpetual drainage easement is to construct and maintain outfall discharges to existing drainage facilities.

The purpose of the perpetual easement is for ingress and egress to construct and maintain buried drainage pipes and all associated features.

The purpose of this perpetual easement is to provide ingress/egress to the department's stormwater pond.

Please contact me if you have any questions.

CONSULTANT PROJECTS  
(1) FINAL R/W REQUIREMENTS TO FDOT DESIGN PROJECT MANAGER  
SAMPLE LETTER

(DATE)

Mr. (FDOT DESIGN PROJECT MANAGER NAME)  
Florida Department of Transportation  
801 North Broadway Avenue  
Bartow, FL 33830

Re: Identification of Final Right-of-Way Requirements  
Project Description  
Financial Project ID  
County

Dear Mr. (FDOT DESIGN PROJECT MANAGER NAME):

This is to officially inform you that all final Right of Way requirements have been identified, including mainline, stormwater retention and mitigation right of way (if necessary).

Please contact me if you have any questions.

Sincerely,

(CONSULTANT FIRM NAME), Inc.  
Consultant Project Manager

Enclosures

cc: \_\_\_\_\_, District Design Engineer  
\_\_\_\_\_, District Consultant Project Management Engineer  
\_\_\_\_\_, District Land Surveyor  
\_\_\_\_\_, District Right-of-Way Surveyor

CONSULTANT PROJECTS  
(2) FINAL R/W REQUIREMENTS TO SURVEYING & MAPPING CONSULTANT  
SAMPLE LETTER

(DATE)

Mr. (SURVEYING & MAPPING CONSULTANT NAME)  
(COMPANY NAME)  
(COMPANY ADDRESS)  
(COMPANY CITY, STATE, ZIP)

Re: Final Right-of-Way Requirements Submittal  
Project Description  
Financial Project ID  
County

Dear Mr. (SURVEYING & MAPPING CONSULTANT NAME):

Transmitted herewith are contract plans and right-of-way CADD files depicting final right-of-way requirements for all property needed on the subject project, as approved by the District Project Management Engineer and the Design Project Manager.

Please contact me if you have any questions.

Sincerely,

(CONSULTANT FIRM NAME), Inc.  
Consultant Project Manager

Enclosures

cc: \_\_\_\_\_, District Design Engineer  
\_\_\_\_\_, District Consultant Project Management Engineer  
\_\_\_\_\_, District Design Project Manager (w/Contract Plans & R/W CADD Files)  
\_\_\_\_\_, District Land Surveyor  
\_\_\_\_\_, District Right-of-Way Surveyor

CONSULTANT PROJECTS  
(3) FINAL R/W REQUIREMENTS COMPARISON  
SAMPLE LETTER

(DATE)

Mr. (FDOT DESIGN PROJECT MANAGER NAME)  
Florida Department of Transportation  
801 North Broadway Avenue  
Bartow, FL 33830

Re: Final Right-of-Way Requirements Comparison  
Project Description  
Financial Project ID  
County

Dear Mr. (FDOT DESIGN PROJECT MANAGER NAME):

This is to officially notify you that the Final Right of Way Maps have been compared to the right-of-way on the construction plans and they are in agreement.

Please contact me if you have any questions.

Sincerely,

(CONSULTANT FIRM NAME), Inc.  
Consultant Project Manager

Enclosures

cc: \_\_\_\_\_, District Design Engineer  
\_\_\_\_\_, District Consultant Project Management Engineer  
\_\_\_\_\_, District Land Surveyor  
\_\_\_\_\_, District Right-of-Way Surveyor

CONSULTANT PROJECTS  
(4) DEFINITION OF EASEMENTS  
SAMPLE LETTER

(DATE)

Mr. (FDOT DISTRICT RIGHT-OF-WAY SURVEYOR NAME)  
Florida Department of Transportation  
801 North Broadway Avenue  
Bartow, FL 33830

Re: Final Right-of-Way Requirements – Purpose of Easements  
Project Description  
Financial Project ID  
County

Dear Mr. (FDOT DISTRICT RIGHT-OF-WAY SURVEYOR NAME):

This is to officially notify you of the purpose of all easements required for the above referenced project.

**(Examples Only)**

**For TCE's (700, 701, 702, ....)**

Parcel No. 700 -

The purpose of this temporary construction easement is to assist in the construction of the proposed roadway improvements. The termination date of the easement has not been determined and will be provided at a later date. (Or the termination date is one year after the start of construction, or this easement will be needed for \_\_\_\_\_ days).

**For Perpetual Easements (800, 801, 802, ...)**

Parcel No. 800 -

The purpose of this perpetual drainage easement is to construct and maintain outfall discharges to existing drainage facilities.

The purpose of the perpetual easement is for ingress and egress to construct and maintain buried drainage pipes and all associated features. The purpose of this perpetual easement is to provide ingress/egress to the department's stormwater pond.

Please contact me if you have any questions.

Sincerely,

(CONSULTANT FIRM NAME), Inc.  
Consultant Project Manager

Enclosures

cc: \_\_\_\_\_, District Land Surveyor  
\_\_\_\_\_, District Design Engineer  
\_\_\_\_\_, District Consultant Project Management Engineer  
\_\_\_\_\_, Design Project Manager

## **RIGHT-OF-WAY CONSIDERATIONS**

Requests to revise construction plans, either by a property owner or our Right-of-Way Acquisition Department in order to aid in the negotiation of a parcel of property, should only be considered when the following criteria are met:

- The revision will not add to the project's construction cost.
- The revision amounts to adjustments in curb lengths, position of median openings, assurances as to drop curb limits, etc.
- Assurances are made that these changes are in the best interest of the tax payers of the State of Florida, and legal.
- The revision does not compromise proper design procedures and, when applicable, is approved by the Federal Highway Administration.

Finalization of any plan revision for purposes of parcel negotiation must have approval of the District Design Engineer or Design Administration.

# **UTILITY COORDINATION**

## **SUBSURFACE UTILITY ENGINEERING (SUE) POLICY DIRECTION**

All projects that include new underground infrastructure or earthwork excavation (i.e., drilled shafts, bridge piles, strain poles, mast arms, miscellaneous foundations, drainage structures, pipe culverts, new ditches, etc.), must have Subsurface Utility Engineering (SUE) performed on that project.

The request for SUE work on projects will be accomplished in the following manner:

### **Consultant Projects**

It will be the responsibility of the Department's Design Project Manager (DPM) to incorporate the required SUE language into the Consultant's Scope of Services and include SUE events/activities in the project schedule, and to ensure the Consultant's Project Manager/Engineer of Record performs the required tasks identified for their project.

### **In-House Projects**

It will be the responsibility of the DPM to include required SUE events/activities in the project schedule and ensure the required tasks are performed for their project.

On major reconstruction/widening projects, SUE work should be requested prior to the development of Phase II plans for those areas where significant utility conflicts are anticipated, and after the completion of Phase II plans to confirm the constructability of the proposed design features.

On minor design projects such as intersection improvements, turn lane additions and 3R projects where significant utilities are prevalent, SUE work should be requested prior to Phase II plans development or as soon as possible to allow time for resolution of utility conflicts during the Phase IV plans preparation.

## **PLANS SUBMITTALS TO UTILITIES**

All plans submitted to the Utilities Department for utility contracts must include the temporary traffic control plans.

The FDOT Design Project Manager's concurrence is required prior to the submittal to Utilities.