



## LAP INITIAL PHASE SUBMITTAL CHECKLIST DISTRICT 4 LOCAL PROGRAMS

Agency: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 Financial Project No.: \_\_\_\_\_  
 Project Name: \_\_\_\_\_ \*Submittal Due Date: \_\_\_\_\_

OFF SHS       ON SHS       CRITICAL PROJECT (Structural Elements)

Requirement	Notes
<b>Plans</b>	
<input type="checkbox"/> Initial Plans (30%)	<ul style="list-style-type: none"> <li>• <b>ON –SHS:</b> Comply with the following: <a href="#">FDOT Design Manual</a> &amp; <a href="#">FDOT Standard Plans for Road and Bridge Construction</a> <ul style="list-style-type: none"> <li>○ For landscaping projects: Use <a href="#">FDM Chapter 228</a></li> <li>○ For transit facilities projects: Use <a href="#">FDOT District 4 Transit Facilities Design Guidelines</a>.</li> </ul> </li> <li>• <b>ALL projects:</b> See <a href="#">LAP Manual, Chapter 19.4 for other Design Criteria and Manuals</a>. See <a href="#">FDM, Chapter 301 for plans submittal requirements</a>.                             <ul style="list-style-type: none"> <li>○ Include FM # on Key Sheet.</li> </ul> </li> <li>• <b>Agency to start inquiring about permits (if applicable) *2</b></li> <li>• <b>Make sure ROW line is labeled on plans</b></li> </ul>
<b>Estimate</b>	
<input type="checkbox"/> Engineer's Estimate (30%)	<ul style="list-style-type: none"> <li>• <b>REQUIRED Signatures</b> on bottom right of Engineer's Cost Estimate must be signed and dated for:                             <ol style="list-style-type: none"> <li>1) Preparation</li> <li>2) Review</li> <li>3) Approval (<b>Agency Responsible Charge</b>)</li> </ol> </li> </ul>
<b>Environmental</b>	
<input type="checkbox"/> Required Supplement Reports (only if completed at this phase)  <input type="checkbox"/> Acknowledgement that the LAP Environmental Request for Review Memo was provided to both the LAP agency and Design Consultant.	<ul style="list-style-type: none"> <li>• <b>ALL projects:</b> As per the LAP Environmental Request for Review Memo, the LAP agency should be submitting or showing progress on supplemental reports required for external agency(s) concurrence. These documents are outlined in the Memo provided by the District PLEMO. <b>Check off box for document(s) provided with submittal, or document progress made on report(s) preparation):</b> Include FM Number and Project Name on Report Cover.                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Cultural Resource Assessment Survey (CRAS) Report</li> <li><input type="checkbox"/> Wildlife Study Report or Natural Resource Evaluation (NRE)</li> <li><input type="checkbox"/> Wetland Survey Report or NRE (can include Bonneted Bat Survey results)</li> <li><input type="checkbox"/> Section 4(f) Forms (No Use, Exception/Exemption)</li> <li><input type="checkbox"/> Bridge Asbestos Report/Lead Based Paint Report</li> <li><input type="checkbox"/> Level I and II Contamination Assessment Report</li> </ul> </li> </ul>
<b>Project Files Naming Convention</b>	
<input type="checkbox"/> PDF	FM#XXXXXX-X – DOC TYPE - DATE

\* According to Adopted Project Schedule

\*2 Based on review, permits may be required. Coordinate with the Department to verify the permits needed.

- If applicable, upload the revised LAP Certification Package to LAPIT (see preliminary checklist for documents).

\_\_\_\_\_  
Agency Responsible Charge Signature

\_\_\_\_\_  
FDOT Coordinator Signature

\_\_\_\_\_  
Coord. Approval Date