

103 Standard Forms

103.1 General

This chapter provides access to the standard forms referenced within the FDM. Each form is produced in this chapter, and links are provided as fillable Word documents accessible through the FDOT Procedure Document Library (PDL). The form number assigned to each form corresponds to the FDM chapter in which it is discussed. Refer to the related chapter for instructions on the use of each form.

Forms:

- [110](#)..... Proprietary Product Certification
- [121-A](#)..... Bridge Development Report Submittal Checklist
- [121-B](#)..... Standard Peer Review Certification Letter
- [121-C](#)..... Certification Letter
- [121-D](#)..... Independent Department Review Certification Letter
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- [122-A](#)..... Submittal/Approval Letter
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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
Proprietary Product Certification

Financial Project ID: _____ New Const. ☐ RRR ☐
Federal Aid Number: _____
Project Name: _____
State Road Number: _____ Co. / Sec. / Sub.: _____
Begin Project MP: _____ End Project MP: _____
Full Federal Oversight: No ☐ Yes ☐ Note: If Yes, submit to FHWA Director.

A justification and all supporting documents must be attached to this document.
Mark the appropriate certification:

"I, _____, _____, of _____,
Print Name of Engineer of Record Position Title Name of Company

do hereby certify that,
Mark appropriately:

- ☐ this patented or proprietary item is essential for synchronization with existing highway facilities
- ☐ this patented or proprietary item is essential for ease of maintenance.
- ☐ this patented or proprietary item is essential for reduced maintenance cost.
- ☐ no equally suitable alternative exists for this patented or proprietary item."

and certify,

- ☐ this patented or proprietary item satisfies Build America/Buy America (BABA) requirements.
- ☐ this patented or proprietary item is included as FDOT Approved Products Listing (APL) Number _____.

Signature

Date



For Department Use Only

"I, _____, _____
Print Name Position Title

of the Florida Department of Transportation, do hereby approve this certification request) and that the following condition(s) apply,
Mark appropriately:

- ☐ that this patented or proprietary item is essential for synchronization with existing highway facilities.
- ☐ that this patented or proprietary item is essential for ease of maintenance.
- ☐ that this patented or proprietary item is essential for reduced maintenance cost.
- ☐ that no equally suitable alternative exists for this patented or proprietary item."

Identify any conditions and limitations:

And Build America/Buy America (BABA) requirements have been certified to be met.

_____, _____
Signature Date

Bridge Development Report Submittal Checklist

Project Name _____

Financial Project ID _____

FA No. _____ Projects of Division Interest Yes ☐ No ☐NHS Yes ☐ No ☐

Date _____ FDOT Project Manager _____

ITEMS		STATUS ^(b)
(1)	Typical Sections for Roadway and Bridge ^(a)	Select Status
(2)	Roadway Plans in Vicinity of Bridge ^(a)	Select Status
(3)	Maintenance of Traffic Requirements ^(a)	Select Status
(4)	Bridge Hydraulics Report ^(c)	Select Status
(5)	Geotechnical Report ^(c)	Select Status
(6)	Bridge Corrosion Environmental Report ^(c)	Select Status
(7)	GRS Abutments Feasibility Assessment ^(d)	Select Status
(8)	Precast Feasibility Assessment	Select Status
(9)	Existing Bridge Plans	Select Status
(10)	Existing Bridge Inspection Report	Select Status
(11)	Existing Bridge Load Rating	Select Status
(12)	Wildlife Connectivity	Select Status
(13)	Utility Requirements	Select Status
(14)	Railroad Requirements	Select Status
(15)	Retaining Wall and Bulkhead Requirements	Select Status
(16)	Lighting Requirements	Select Status
(17)	ADA Access Requirements	Select Status
(18)	Other	Select Status

(a) Must be approved by District before BDR submittal.

(b) Select appropriate status: Provided, Not Applicable, Comments Attached

(c) See approval requirements for these documents in **FDM 121**.

(d) GRS = Geosynthetic Reinforced Soil

Standard Peer Review Certification Letter

Florida Department of Transportation
District _____

Attn: _____

Reference: Independent Peer Review Category 2 Structures
Financial Project ID: _____
Federal Aid Number: _____
Contract Number: _____

Submittal: 90% Bridge _____ Plans
Submittal _____
Bridge Number(s): _____

Dear _____,

Pursuant to the requirements of the Contract Documents, _____
hereby certifies that an independent peer review of the above-referenced submittal has been
conducted in accordance with **FDM 121** and all other governing regulations. Component plans
that were included in the peer review are as follows:

Outstanding / Unresolved Comments and Issues:

Certification Statement:

I certify that the component plans listed in this letter have been verified by independent review and are in compliance with all requirements presented in the Contract Documents. Independent Peer Review comments and comment resolutions have been included in this submittal under separate cover.

I have also attached a current copy of the Firm's Independent Peer Review Prequalification Letter issued by the Department with the "Approved Rates" Section redacted.

Please do not hesitate to contact me if you have any questions.

Name of Independent Peer Review Firm _____

Name of Independent Peer Reviewer _____

Title _____

Signature _____

Florida Professional Engineer Lic. No. _____

Certification Letter

Florida Department of Transportation
District _____

Attn: _____

Reference: Independent Peer Review Category 2 Structures
Financial Project ID: _____
Federal Aid Number: _____
Contract Number: _____

Submittal: Final Bridge _____ Plans
Submittal _____
Bridge Number(s): _____

Dear _____,

Pursuant to the requirements of the Contract Documents, _____
hereby certifies that an independent peer review of the above-referenced submittal has been
conducted in accordance with **FDM 121** and all other governing regulations. Component plans
that were included in the peer review are as follows:

Certification Statement:

I certify that the component plans listed in this letter have been verified by independent review,
that all review comments have been adequately resolved, and that the plans are in compliance
with all Department and FHWA requirements presented in the Contract Documents.

I have been provided with all 90% Department or Department Representative Electronic Review
Comments (ERC). I certify that I have reviewed the comments and have considered these
concerns in the Independent Peer Review. See attached 90% ERC comments.

I have also attached a current copy of the Firm's Independent Peer Review Prequalification Letter
issued by the Department with the "Approval Rates" section redacted.

Please do not hesitate to contact me if you have any questions.

Name of Independent Peer Review Firm _____

Name of Independent Peer Reviewer _____

Title _____

Florida Professional Engineer Lic. No. _____

*[Insert Signature,
Date and Seal
here.]*

Name of IPR Quality Assurance Manager _____

Title _____

Florida Professional Engineer Lic. No. _____

*[Insert Signature,
Date and Seal
here.]*

Independent Department Review Certification Letter

Florida Department of Transportation
District _____

Attn: _____

Reference: Independent Department Review Category 2 Structures
Financial Project ID: _____
Federal Aid Number: _____
Contract Number: _____

Submittal: 90% Bridge _____ Plans
Submittal _____
Bridge Number(s): _____

Dear _____,

Pursuant to the requirements of the Contract Documents, _____
hereby certifies that an Independent Department Review of the above-referenced submittal has
been conducted in accordance with **FDM 121** and all other governing regulations. Component
plans that were included in the Independent Department Review are as follows:

Outstanding / Unresolved Comments and Issues:

Certification Statement:

I certify that the component plans listed in this letter have been verified by independent review and are in compliance with all requirements presented in the Contract Documents. Independent Department Review comments and comment resolutions have been included in this submittal under separate cover.

Please do not hesitate to contact me if you have any questions.

Name of Independent Department Review Firm _____

Name of Independent Department Reviewer _____

Title _____

Signature _____

Florida Professional Engineer Lic. No. _____

Independent Department Review Certification Letter

Florida Department of Transportation
District _____

Attn: _____

Reference: Independent Department Review Category 2 Structures
Financial Project ID: _____
Federal Aid Number: _____
Contract Number: _____

Submittal: Final Bridge _____ Plans
Submittal _____
Bridge Number(s): _____

Dear _____,

Pursuant to the requirements of the Contract Documents, _____
hereby certifies that an Independent Department Review of the above-referenced submittal
has been conducted in accordance with **FDM 121** and all other governing regulations. Component
plans that were included in the Independent Department Review are as follows:

Certification Statement:

I certify that the component plans listed in this letter have been verified by independent review,
that all review comments have been adequately resolved, and that the plans are in compliance
with all Department and FHWA requirements presented in the Contract Documents.

I have been provided with all 90% Department or Department Representative Electronic Review
Comments (ERC). I certify that I have reviewed the comments and have considered these
concerns in the Independent Department Review. See attached 90% ERC comments.

Please do not hesitate to contact me if you have any questions.

Name of Independent Department Review Firm_____

Name of Independent Department Reviewer_____

Title_____

Florida Professional Engineer Lic. No. _____

*[Insert Signature,
Date and Seal
here.]*

Name of IPR Quality Assurance Manager _____

Title_____

Florida Professional Engineer Lic. No. _____

*[Insert Signature,
Date and Seal
here.]*

Submittal/Approval Letter

To: _____
District or Turnpike Design Engineer

Date: _____

Financial Project ID: _____ New Const. ☐ RRR ☐ Other ☐ _____
Federal Aid Number: _____

Project Name: _____

State Road Number: _____ Co./Sec./Sub. _____

Begin Project MP: _____ End Project MP: _____

FHWA Project of Division Interest: Yes ☐ No ☐

Request for: Design Exception ☐ Design Variation ☐ Design Variation Memorandum ☐

Community Aesthetic Feature: Conceptual ☐ Final ☐

Re-submittal: Yes ☐ No ☐ Original Ref# _____ - _____ - _____

Requested for the following element(s):

<input type="checkbox"/> Design Speed	<input type="checkbox"/> Lane Width	<input type="checkbox"/> Shoulder Width	<input type="checkbox"/> Cross Slope
<input type="checkbox"/> Design Loading Structural Capacity	<input type="checkbox"/> Vertical Clearance	<input type="checkbox"/> Maximum Grade	<input type="checkbox"/> Stopping Sight Distance
<input type="checkbox"/> Superelevation	<input type="checkbox"/> Horizontal Curve Radius	<input type="checkbox"/> Other _____	

Recommended by:

Name: _____ Date _____

Responsible Professional Engineer or Landscape Architect (Landscape-Only Projects)

Approvals:

Name: _____ Date _____
District or Turnpike Design Engineer

Name: _____ Date _____
District Structures Design Engineer

Name: _____ Date _____
State Roadway Design Engineer

Name: _____ Date _____
State Structures Design Engineer

Name: _____ Date _____
Chief Engineer

Name: _____ Date _____
FHWA Division Administrator

Project Design Variation Memorandum

To: _____
District or Turnpike Design Engineer

Date: _____

Financial Project ID: _____ New Const. ☐ RRR ☐ Other ☐ _____

Design Speed: _____ Posted Speed: _____ Context Classification: _____

Federal Aid Number: _____

Project Name: _____

State Road Number: _____ Co./Sec./Sub. _____

Begin Project MP: _____ End Project MP: _____

Other Project Information: _____

Request for: Design Variation

For District Use Only

Design Element	MP: Beg-End	Existing	Proposed	Required	Attr. Crashes	Approved	Denied	Addl. Docum.
1. _____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justification: _____								

2. _____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justification: _____								

3. _____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justification: _____								

4. _____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justification: _____								

Form 122-B

Request for: Design Variation (Con't)

For District Use Only

Design Element	MP: Beg-End	Existing	Proposed	Required	Attr. Crashes	Approved	Denied	Addl. Docum.
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5. _____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Justification:

6. _____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----------	-------	-------	-------	-------	--------------------------	--------------------------	--------------------------	--------------------------

Justification:

Appendices: Yes ☐ No ☐

If yes, list appendices in order: _____

Recommended by:

_____ Date _____

Name:

Responsible Professional Engineer or Landscape Architect (Landscape-Only Projects)

(Seal)

Approvals:

_____ Date _____

Name:

District or Turnpike Traffic Operations Engineer

_____ Date _____

Name:

District or Turnpike Design Engineer

Design Plans Phase Review

DATE: _____

TO: _____

FROM: _____ COPIES: _____

SUBJECT: Response to _____ Phase Review

REF: Financial Project ID _____
FA Project Number _____
County _____

APPROVED:

CONCURRENCE:

Responsible Professional Eng.
(Name of Consultant Firm)

* As appropriate

* District Design Engineer
* District Structures Design Engineer
* District Project Management Engineer

Design Plans Component Review

DATE: _____

TO: _____

FROM: _____ COPIES: _____

SUBJECT: Response to _____ Component Review

REF: Financial Project ID _____
FA Project Number _____
County _____

APPROVED:

CONCURRENCE:

Responsible Professional Eng.
(Name of Consultant Firm)

* As appropriate

* District Design Engineer
* District Structures Design Engineer
* District Project Management Engineer

Special Provisions

DATE: _____

TO: _____

FROM: _____ COPIES: _____

SUBJECT: Response to _____ Component Review

REF: Financial Project ID _____
FA Project Number _____
County _____

APPROVED:

CONCURRENCE:

Responsible Professional Eng.
(Name of Consultant Firm)

* As appropriate

* District Design Engineer
* District Structures Design Engineer
* District Project Management Engineer

18 KIP Equivalent Single Axle Loads (ESAL)

Financial Project ID _____

State Road No. _____

County _____

I have reviewed the 18 KIP Equivalent Single Axle Loads to be used for pavement design on this project. I hereby attest that these have been developed in accordance with the FDOT ***Project Traffic Forecasting Procedure*** using historical traffic data and other available information.

Name

Signature

Title

Organizational Unit

Date

Project Traffic

Financial Project ID _____

State Road No. _____

County _____

I have reviewed the Project Traffic to be used for design on this project. I hereby attest that it has been developed in accordance with the FDOT ***Project Traffic Forecasting Procedure*** using historical traffic data and other available information.

Name

Signature

Title

Organizational Unit

Date

**Sample Local Agency Maintenance Agreement
For Work Performed by the Department
Sheet 1 of 3**

Financial Project ID: _____

Federal Aid No. _____

Local Agency: _____

Project Description: _____

Bridge No.: _____

MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into on this _____ day of _____, 20____, by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (hereinafter called "DEPARTMENT"), and _____, Florida (hereinafter called "LOCAL AGENCY");

WITNESSETH:

WHEREAS, the DEPARTMENT is preparing to undertake a project within the LOCAL AGENCY and LOCAL AGENCY identified and known to the parties by Financial Project I.D. _____ which will be of benefit to the LOCAL AGENCY; and

WHEREAS, approval of federal aid necessary to the project requires agreement by the LOCAL AGENCY to maintain the project;

NOW, THEREFORE, in consideration of the premises, the parties hereby agree as follows:

1. The DEPARTMENT will undertake the project and obtain approval of the Federal Highway Administration for federal participation.
2. Upon completion and acceptance, the LOCAL AGENCY will assume responsibility for maintenance of the project and will conduct such maintenance in accordance with approved state standards.
3. To the extent permitted by law, LOCAL AGENCY must indemnify, defend, and hold harmless the DEPARTMENT and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission or negligent act by LOCAL AGENCY, its agents, or employees, during the performance of the Agreement, except that neither LOCAL AGENCY, its agents, or its employees will be liable under this paragraph for any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission, or negligent act by the DEPARTMENT or any of its officers, agents, or employees during the performance of the Agreement. Nothing herein must waive the rights of sovereign immunity of either party.

**Sample Local Agency Maintenance Agreement
For Work Performed by the Department**

Sheet 2 of 3

4. In the event there are cost overruns, supplemental agreements (specifically incurred in the areas located off the State Highway System), and or liquidated damages not eligible to be paid for by federal funds due to the Federal Highway Administration determining that said costs are non-participating costs, the LOCAL AGENCY must be responsible for one hundred percent (100%) of the funds required to make up the shortfall not paid by federal funds. The Project is off of the "State Highway System," therefore, in accordance with **Section 339.08(1), Florida Statutes**, State funding cannot be used for payments of non- participating costs on this Project. (Examples of non-participating items could be fishing piers; premium costs due to design or CEI errors or omissions; material or equipment called in for the plans but not used in the construction, as referenced in the Federal Aid Policy Guide 23, **CFR Section 635.120**).
- a. Should such shortfalls occur, due to a determination that said costs are non-participating, the LOCAL AGENCY agrees to provide, without delay, a deposit within fourteen (14) calendar days of notification from the Department, to ensure that cash on deposit with the Department is sufficient to fully fund the shortfall. The Department must notify the LOCAL AGENCY as soon as it becomes apparent there is a shortfall; however, failure of the Department to so notify the LOCAL AGENCY must not relieve the LOCAL AGENCY its obligation to pay for its full participation of non-participating costs during the Project and on final accounting, as provided herein below. If the LOCAL AGENCY cannot provide the deposit within fourteen (14) days, a letter must be submitted to and approved by the Department's project manager indicating when the deposit will be made. The LOCAL AGENCY understands the request and approval of the additional time could delay the project, and additional non-participating costs may be incurred due to the delay of the project.
5. The DEPARTMENT intends to have its final and complete accounting of all costs incurred in connection with the work performed hereunder within three hundred sixty days (360) of final payment to the Contractor. The Department considers the Project complete when the final payment has been made to the Contractor, not when the construction work is complete. All non-participating Project cost records and accounts must be subject to audit by a representative of the LOCAL AGENCY for a period of three (3) years after final close out of the Project. The LOCAL AGENCY will be notified of the final non-participating cost of the project. Both parties agree that in the event the final accounting of total non-participating costs pursuant to the terms of this Agreement is less than the total deposits to date, a refund of the excess

will be made by the Department to the LOCAL AGENCY. If the final accounting is not performed within three hundred and sixty (360) days, the LOCAL AGENCY is not relieved from its obligation to pay.

6. In the event the final accounting of total non-participating costs are greater than the total deposits to date, the LOCAL AGENCY will pay the additional amount within forty (40) calendar days from the date of the invoice from the Department. The LOCAL AGENCY agrees to pay interest at a rate as established pursuant to Section 55.03, Florida Statutes, on any invoice not paid within forty (40) calendar days until the invoice is paid.
7. Any payment of funds under this Agreement provision will be made directly to the Department for deposit.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first above written.

_____,
LOCAL AGENCY OFFICIAL

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

By: _____
Title: _____

By: _____
District Secretary

(Type Name)

ATTEST:

ATTEST:

Clerk (Seal)

Executive Secretary (Seal)

LEGAL APPROVAL:

LEGAL APPROVAL:

LOCAL AGENCY Attorney

Senior Attorney

(Type Name)

Items of Work Checklist

DATE: _____

TO: _____, District Specifications

FROM: _____, Project Manager

COPIES TO:

SUBJECT: ITEMS OF WORK

Financial Project ID: _____ (GOES WITH _____)

County (Section): _____

* Project Description: _____

The plans package for the above referenced project includes the following items of work to be performed:

- | | |
|---|--|
| <input type="checkbox"/> Milling & Resurfacing | <input type="checkbox"/> Highway Signing |
| <input type="checkbox"/> Base Work | <input type="checkbox"/> Guardrail |
| <input type="checkbox"/> Shoulder Treatment | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Drainage Improvements | <input type="checkbox"/> Box or Three-sided Culverts |
| <input type="checkbox"/> Curb & Gutter | <input type="checkbox"/> Bridges |
| <input type="checkbox"/> Traffic Signals | <input type="checkbox"/> MSE Walls |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Sidewalks/Shared Use Path |
| <input type="checkbox"/> Other (Please Specify) | |

Please include the county, project description and all items of work that apply in the *Intent and Scope* so they may be added to the advertisement description.

- * The project description should only include the road number and the limits or location of the project.

Record Shop Drawing Transmittal

Date _____

TO: _____

FROM: _____

(Final Review Office)

PROJECT NAME _____

FINANCIAL PROJECT ID _____

FEDERAL AID PROJECT NO. _____

CONTRACT ID NUMBER _____

COUNTY (SECTION) _____

STATE ROAD NUMBER _____

BRIDGE NUMBER _____

CONTRACTOR _____

ENGINEER OF RECORD _____

We are transmitting herewith the following Record Shop Drawings for archiving:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

For the Final Review Office: _____

(Signature)

(Date)

For the Receiving Office: _____

(Signature)

(Date)

Layer 3 Switch Worksheet

Chassis Based Switches					
Number of Management Blades					
Backplane Capacity					
Number of Copper Ports					
Protocol Requirements					
Number Fiber Ports #1		Fiber Port Speed			
Number Fiber Ports #2		Fiber Port Speed			
Number Fiber Ports #3		Fiber Port Speed			
Number Power Supplies		Voltage (AC/DC)			
Optics Needed					
	Optic #1	Optic #2	Optic #3	Optic #4	Optic #5
# Required					
Speed Requirement					
Distance Required					
Require OEM					

Stack Aggregation Switches					
Number of Fiber Ports					
Number of Copper Ports					
Protocol Requirements					
Number Power Supplies		Voltage (AC/DC)			
Optics Needed					
	Optic #1	Optic #2	Optic #3	Optic #4	Optic #5
# Required					
Speed Requirement					
Distance Required					
Require OEM					

Transportation Management Plan (TMP) Form

Responsible Professional Engineer: _____

FDOT Project Manager: _____

State Road: _____

Project Location: _____

Roadway ID: _____

Project Limits (MP): From _____ to _____

Project Description: _____

Financial Project ID: _____

New Const. ☐ RRR ☐Other ☐ _____

Federal Aid Number. _____

FHWA Projects of Division Interest Yes ☐ No ☐

In accordance with the requirements of the FDOT Design Manual (FDM) Chapter 240, the following items determine the scope and need of a Transportation Management Plan (TMP). Complete the following checklist and provide brief descriptions of the items included, as appropriate.

Indicate if the project meets one or both of the following qualifying conditions as "significant project":

- ☐ A project that, alone or in combination with other concurrent projects nearby, is anticipated to cause sustained work zone impacts.
- ☐ All Interstate system projects within the boundaries of a designated Transportation Management Area (TMA) that occupy a location for more than three days with either intermittent or continuous lane closures.

If either or both above qualifying conditions are met, indicate compliance with the following documents in development of a TMP for the Project:

- ☐ ***FDOT Design Manual***
- ☐ ***FDOT Standard Plans***
- ☐ ***FDOT Standard Specifications for Road and Bridge Construction***
- ☐ ***FDOT Basis of Estimates Manual***
- ☐ ***Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), Part 6***

- ☐ ***Policy on Geometric Design of Highways and Streets, AASHTO***
- ☐ ***Roadside Design Guide, AASHTO, Chapter 9***
- ☐ ***FDOT Accessing Transit Handbook, Chapter 4.6.***
- ☐ ***AASHTO Guide for the Development of Bicycle Facilities, 4th Edition, Chapter 7***

TMP Components:

Indicate that the following TMP Components have been addressed on the project:

- ☐ **Temporary Traffic Control Plan (TTCP)**
 - ☐ **Work Zone Speed Established**
 - ☐ Speed Reduction Required (Y/N)
 - ☐ If Yes, is the “*Work Zone Speed less than Existing Posted Speed*” documentation completed (Y/N)
 - ☐ **Lane Closure Analysis**
 - ☐ If included, was the “*Lane Closure Analysis Worksheet*” and any restrictions requiring approval completed (Y/N)
 - ☐ **Traffic Pacing**
 - ☐ If included, was the “*Traffic Pacing Worksheet*” completed (Y/N)
 - ☐ **Portable Changeable Message Signs**
 - ☐ If included, was the “*Portable Changeable Message Sign Worksheet*” completed (Y/N)
 - ☐ **Bicycle, Pedestrian, and Transit Accommodations**
 - ☐ **Railroads**
 - ☐ Was the District Railroad Coordinator consulted (Y/N)
 - ☐ **Utilities**
 - ☐ Was the District Utility Coordinator consulted (Y/N)
 - ☐ **Signals**
 - ☐ Was the District Traffic Operations Engineer consulted (Y/N)
 - ☐ **Speed and Law Enforcement Officer**
 - ☐ Was the District Construction Office consulted or any usage requiring approval completed (Y/N)

☐ **Transportation Operations Plan (TOP):**

Briefly describe TOP components included on the project. If a comprehensive plan has been prepared, indicate below, and attach.

TOP Description:

☐ **Public Information Plan (PIP):**

Briefly describe PIP components included on the project. If a comprehensive plan has been prepared, indicate below, and attach.

PIP Description:

Portable Changeable Message Signs Worksheet

Location of board: _____

Used: from _____ at _____

to _____ at _____

Message programmed by: _____

MESSAGE 1

_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

MESSAGE 2

_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Timing: _____

Message 1 will run: _____ seconds.

Message 2 will run: _____ seconds.

Standard Abbreviations For Use On Changeable Message Signs

Standard abbreviations easily understood are:

<u>WORD</u>	<u>ABBREV.</u>	<u>WORD</u>	<u>ABBREV.</u>
Boulevard	BLVD	Normal	NORM
Center	CNTR	Parking	PKING
Crossing	XING	Pedestrian	PED
Crosswalk	XWALK	Road	RD
Emergency	EMER	Service	SERV
Entrance, Enter	ENT	Shoulder	SHLDR
Expressway	EXPWY	Slippery	SLIP
Freeway	FRWY, FWY	Speed	SPD
Highway	HWY	Traffic	TRAF
Information	INFO	Travelers	TRVLRS
Left	LFT	Warning	WARN
Maintenance	MAINT		

Other abbreviations are easily understood whenever they appear in conjunction with a particular word commonly associated with it. These words and abbreviations are as follows:

<u>WORD</u>	<u>ABBREV.</u>	<u>PROMPT</u>
Access	ACCS	Road
Ahead	AHD	Fog*
Blocked	BLKD	Lane*
Bridge	BRDG	[Name]*
Chemical	CHEM	Spill
Construction	CONST	Ahead
Exit	EX, EXT	Next*
Express	EXP	Lane
Hazardous	HAZ	Driving
Interstate	I	[Number]
Major	MAJ	Accident
Mile	MI	[Number]*
Minor	MNR	Accident
Minute(s)	MIN	[Number]*
Oversized	OVRSZ	Load
Prepare	PREP	To Stop
Pavement	PVMT	Wet*
Quality	QLTY	Air*
Route	RT	Best*
Turnpike	TRNPK	[Name]*
Vehicle	VEH	Stalled*
Cardinal Directions	N, E, S, W	[Number]
Upper, Lower	UPR, LWR	Level

* = Prompt word given first

The following abbreviations are understood with a **prompt** word by about 75% of the drivers. These abbreviations may require some public education prior to usage.

<u>WORD</u>	<u>ABBREV.</u>	<u>PROMPT</u>
Condition	COND	Traffic*
Congested	CONG	Traffic
Downtown	DWNTN	Traffic
Frontage	FRNTG	Road
Local	LOC	Traffic
Northbound	N-BND	Traffic
Roadwork	RDWK	Ahead [Distance]
Temporary	TEMP	Route
Township	TWNSHP	Limits

* = Prompt word given first

Certain abbreviations are prone to inviting confusion because another word is abbreviated or could be abbreviated in the same way. **DO NOT USE THESE ABBREVIATIONS:**

<u>ABBREV.</u>	<u>INTENDED WORD</u>	<u>WORD ERRONEOUSLY GIVEN</u>
WRNG	Warning	Wrong
ACC	Accident	Access (Road)
DLY	Delay	Daily
LT	Light (Traffic)	Left
STAD	Stadium	Standard
L	Left	Lane (Merge)
PARK	Parking	Park
RED	Reduce	Red
POLL	Pollution (Index)	Poll
FDR	Feeder	Federal
LOC	Local	Location
TEMP	Temporary	Temperature
CLRS	Clears	Color