

Appendix A. Concept Report Template		
Revision Date	Revision Summary	
2019.10.23	 Updated formatting, information & Updated guidance throughout template. Footer - Added Template version Project Justification Statement: Added Prepared By: and Date; updated guidance MPO - added pull-down menu Congressional District - added pull-down menu Edited various pull-down menus / formatting updates Descriptions of Project - Added context sensitive and practical design solutions. Added RTOP corridor section Federal Aviation section/questions relocated and updated guidance Updated Design Features Table. Updated ROW section. Removed Context Sensitive Solutions – Incorporated into Existing Conditions to note in additional paragraph there. Removed Water Quality Requirement line. Updated MS4 Information and guidance. Project Cost Estimate Summary and Funding Responsibilities: Updated Table and guidance Alternatives Discussion: Updated rationale guidance 	
2020.02.27	Updated Network pull down menuMinor edits	
2020.11.20	 Updated RTOPs section with new contact info and wording regarding signalized intersections Minor edits to Design Features Table for Through Lanes and Auxiliary Lanes Updated guidance 	
2021.12.22	 Various formatting edits throughout template Updated guidance to match Concept Scoping Tool Updated MS4 section to comply with recent policy changes 	
2023.06.26	Update to Level of Environmental Analysis subsection	



Appendix A-1. Revised Concept Report Template		
Revision Date	Revision Summary	
2019.10.23	 Updated formatting, information, and guidance throughout template Footer - Added Template version Updated Traffic: Added line 'Updated Traffic Projections Performed by:" and Date Revised Water Quality to Water Quality & MS4 and guidance Project Cost and Additional Information: Updated table to be consistent with Concept Report and Limited Scope Concept Report and guidance 	
2020.02.27	Updated Network pull-down menu	
2020.11.20	Added email inbox to instructionsUpdated blue guidance	
2021.12.22	 Various formatting edits throughout template Updated guidance to match Concept Scoping Tool Updated MS4 section to comply with recent policy changes 	



Appendix	Appendix A-2. Limited Scope Concept Report Template		
Revision Date	Revision Summary		
2019.10.23	 Updated formatting, information, menus, and guidance throughout template Footer - Added Template version Project Justification Statement: Added Prepared By: and Date; updated guidance MPO - added pull-down menu Congressional District - added pull-down menu Edited various pull-down menus / formatting updates Added RTOP corridor Descriptions of Project - Added context sensitive and practical design solutions Federal Aviation section/questions relocated and updated guidance Updated Design Features Table. Updated ROW Section Removed Context Sensitive Solutions – Incorporated into Existing Conditions to note in additional paragraph there. Updated MS4 Information and guidance. Added Public Involvement Added Constructability/Construction: to Coordination, Activities, Responsibilities section Project Cost and Additional Information: Updated table to be consistent with Concept Report and Revised Concept Report and guidance Alternatives Discussion: Updated rationale guidance Roundabout Concept Validation Required – Updated guidance to match CR 		
2020.02.27	Updated Network pull-down menuMinor Edits		
2020.11.20	 Added email inbox to instructions Added 3R Section to report Updated RTOPs section with new contact info and wording on signalized intersections Minor edits to Design Features Table for Through Lanes and Auxiliary Lane Updated guidance 		
2021.12.22	 Various formatting edits throughout template Updated guidance to match Concept Scoping Tool Updated MS4 section to comply with recent policy changes 		
2023.06.26	Update to Level of Environmental Analysis subsection		



Appendix B. Location & Design Report and Notice of L&D Approval Template		
Revision Date	Revision Summary	
2019.10.23	 Updated format, general Information, and guidance Updated Environmental Document Section Added Date Line to Director of Engineering Signature box. Footer - Added template version 	
2020.02.04	Removed header from first page of report	
2020.11.20	Added email inbox to instructions and other submittal requirements.Updated guidance	
2022.10.14	 Updated to include responsible for acquiring property for the project to the report and the notice, General cleanup & template version included in title block and header. 	
2024-01-16	Updated State Design Policy Engineer and version date	
2024-10-23	 Changes to the Notice of Location and Design Approval: Removed Project Number from heading Added comment/instructions for projects with state funded ROW stating ROW acquisition may begin at a later date as funding becomes available 	



Appendix I. Detour Report and Notice of Detour Approval Template		
Revision Date	Revision Summary	
2019.10.23	 Updated format, general information, and guidance Added sections: Detour Need, Estimated Detour Construction and Existing Traffic. Added Date Line to Director of Engineering Signature box. Footer - Added Template version 	
2020.11.20	Added email inbox to instructions and other submittal requirementsUpdated blue guidance	
2023.02.16	 Updated Cover page Title Block with version Added OSOW route information Updated page 2 header (report type and version) Updated blue guidance. 	
2024-01-16	Updated State Design Policy Engineer and version date	
2025-01-10	Updated section I.1 to match Environmental Procedures and changed version date	