

# Utilities Plan Review Checklist for Transportation Enhancement (TE) and Local Let Projects

Project Number: \_\_\_\_\_ County: \_\_\_\_\_  
District: \_\_\_\_\_ P.I. # \_\_\_\_\_  
Project Description: \_\_\_\_\_

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The following checklist is intended to provide guidance while reviewing plans on Transportation Enhancement (TE) and Local Administered projects.

Project plans will need to meet the requirements of the Plan Presentation Guide (PPG). This guide can be found at the following link:

<http://www.dot.ga.gov/PS/DesignManuals/DesignGuides>

Utility requirements can be found in the Utility Accommodation and Standards Manual, current edition 2009. This manual can be found at the following link:

[http://www.dot.ga.gov/PartnerSmart/utilities/Documents/2009\\_UAM.pdf](http://www.dot.ga.gov/PartnerSmart/utilities/Documents/2009_UAM.pdf)

## **Plan Related Issues**

### General Notes

- Verify that all utility owners' names found within the project limits are shown in the detailed estimated or general notes sections.
- Verify that the latest Georgia 811 logo is shown.
- Verify that the below notes **are not** found anywhere in the plans:
  - a. All known utility facilities are shown schematically on highway plans and not necessarily accurate in location as to plan or elevation. Utility facilities such as service lines or unknown facilities not shown on highway plans will not relieve the contractor of his responsibility under this requirement except as noted below. "Existing utility facilities" means any utility facility that exists on the highway project in its original, relocated, or newly installed position.
  - b. All building obstructions except pole line facilities and underground facilities are to be moved to clear the right of way by others unless otherwise noted on the plans. All utility facilities which are in conflict with construction, not covered as a specific item in the detailed estimate are to be removed or relocated to clear construction by the respective owner, unless later added to the contract as a supplemental item.
  - c. Before digging in the vicinity of this project, the contractor is advised to contact the utility one-call center. For the Atlanta area, call 325-5000; outside the Atlanta area call 1-800-282-7411.

- d. The data, together with all other information shown on these plans or in any way indicated thereby, whether by drawing or notes, or in any other manner, are based upon field investigations and are believed to be indicative of actual conditions. However, the same are shown as information only, are not guaranteed, and do not bind the Department of Transportation in any way. The attention of the bidder is specifically directed to subsections 102.04, 102.05, and 104.03 of the specifications.
- e. The contractor will not be held responsible for the cost of repairs to damaged underground utility facilities, other than service lines from street mains to abutting property, when such facilities are not shown on the highway plans and their existence is unknown to the contractor prior to the damages occurring. Providing the engineer determines the contractor has otherwise fully complied with the specifications.
- f. The following utility owners have facilities which conflict with construction of this project. See sheet numbers indicated for details.  
The contractor will not be paid for any delays or extra expense caused by utility facilities obstructions, or any other items not being removed or relocated to clear construction in advance of his work.
- g. It shall be the responsibility of the contractor to coordinate his work with any work to be performed by utility owner or others in any right of way clearance, and arrange a schedule of operation that will allow for completion of the project with undue delay.
- h. The contractor's attention is called to article 105.06, "Cooperation with Utilities". Utility work coordination will be part of this contract.
- i. All known utility facilities are shown schematically on highway plans and not necessarily accurate in location as to plan or elevation. Utility facilities such as service lines or unknown facilities not shown on highway plans will not relieve the contractor of his responsibility under this requirement except as noted below. "Existing utility facilities" means any utility facility that exists on the highway project in its original, relocated, or newly installed position. The contractor will not be responsible for the cost of repairs to damaged underground utility facilities, other than service lines from street mains to abutting property, when such facilities are not shown on the highway plans and their existence is unknown to the contractor prior to the damages occurring. Providing the engineer determines the contractor has otherwise fully complied with the specifications.

#### Detailed Estimate

- If utility adjustments are found in the contract, verify that the necessary agreements are in place for that work. If not, arrangements will need to be made or the utility adjustments should be removed from the contract.

#### Construction Plans

- Verify that all existing above ground structures (i.e. manholes, poles, vaults, meters, valves, etc.) are shown on the construction plans.
- Verify that all existing/proposed utility facility access points and utility driveways are shown on both the construction and utility plans.

- Verify that all existing guy anchors associated with poles located within the construction limits are shown on the construction plans and utility plans. Identify and note any conflicts since additional pole relocations or easements may be required to accommodate them.

### Drainage Profiles

- Check to see that all underground utility crossings are shown on the drainage profiles. If the depth of a particular utility is not known then the approximate horizontal location of the utility crossing should be indicated. It is important that these crossings are shown to identify any potential conflicts and provide the contractor the location of any utilities that are in close proximity of the proposed storm drain. If a potential conflict is identified, test holes may need to be performed to verify or mitigate the conflict.

### Utility Plans

Please note that utilities may be shown on construction plans for smaller projects. The following will still apply.

- Verify that a legend has been provided defining all line codes and symbols used in the utility plans. All utility lines should be shown dark in color: existing lines indicated by being dashed and proposed by being solid.
- For all existing utilities, indicate what is to be done with them (i.e. to remain, be abandoned, removed, relocated, etc.) and who is to perform the work (i.e. by others, by owner, etc.). The limits of this work need to be clearly shown on the utility plans. The limits of existing utilities that are to be removed should be identified with an "X" line pattern. Items not to be included in the roadway contract should be labeled as done "by others".
- Verify that the following information is shown "screened-back" or "grayed-out" on the utility plans:
- Existing and proposed roadway features
  - Construction centerline with stationing
  - Existing Right of Way, required Right of Way, and all property lines
  - Parcel numbers
  - All easements, including Easement Limited Agreement (ELA) easements
  - Begin/End Construction and Begin/End Project limits
  - Cut and fill lines
  - All drainage structures, ditches, streams, and lakes
  - Bridges (including limits of approach slab) and walls
  - Existing and proposed strain poles
  - Environmentally Sensitive Area (ESA's) – including historic areas
  - Miscellaneous existing topographical features (i.e. structures, trees, vegetation limits, etc.)
- Verify that all unnecessary information such as super elevation data, horizontal curve data, property corner station and offset, and other geometric design data is not shown in the utility plans. This information needs to be removed to insure that the utility plans can be clearly read.
- If Subsurface Utility Engineering (SUE) services have been provided for the project, verify that all required notes, tables, and legends have been included in the utility plans (see separate SUE Deliverables Checklist

for details). If test holes have to be performed, verify that this information has been included in the cross sections and drainage profiles.

- Verify that the proposed roadway alignment shown on the utility plans matches what is shown in the construction plans.
- Verify that underground utilities proposed under bridge approach slabs are encased. Verify that the length of casing shown extends from the end wall to beyond the approach slab and shoulder paving limits.
- Verify that there are no fixed utility objects, such as utility poles, that violate clear zone requirements. List any exceptions to the required setback distances for any above ground utility facilities. Exceptions will require an approved design variance or exception.
- On urban projects, it is necessary to verify that there are no above ground utilities shown that conflict with current ADA and GDOT horizontal setback requirements. In most instances, these facilities should be located outside the sidewalk or beauty strip areas.
- Verify that the joint use of one longitudinal pole line (not including service line drop poles) is shown wherever possible. If this configuration is not possible then an exception will need to be granted.
- Verify that all existing sanitary sewer inverts and tops are shown on the utility plans. Inverts and tops for proposed sanitary sewer lines should be shown in the sanitary sewer profiles accordingly.
- Verify that proper spacing between utilities is shown to meet all required tolerance zones. If proper spacing cannot be achieved due to limited area, then a recommendation employing joint-use trenching for the utility installations should be provided. By employing joint-use trenching, conflicts associated with installing multiple utilities within a limited area can be avoided.
- If lighting is included in the utility plans, verify that they are shown correctly and out of conflict with other project features. Also, verify that they meet clear zone and/or horizontal setback requirements.

#### Traffic Signal Plans

- Verify that the traffic signal plans have been designed/coordinated with the utility plans. Special attention should be placed on ensuring that all strain poles are coordinated with the utility poles to minimize the number of roadside obstructions.
- Investigate if there are any traffic signals or fiber cables designed to be attached to utility facilities. If so additional coordination will be required between the Sponsor and the Utility Owner to ensure that proposed cable route, point of attachment and utility special provisions are provided.
- For Advanced Traffic Management System (ATMS) projects, lighting projects, and on overhead signs (when necessary), verify that there is a power source available for each required location. Also, verify these power service points are shown on the plans.
- Review the traffic signal plans in relation to the utility relocation plans and investigate if there are any areas where joint use poles can be used.
- Verify National Electric Safety Code (NESC) conformance regarding traffic signals and interconnect cable.

### Staging/Erosion Control Plans

- Verify that the utility relocations are coordinated with the Staging Plans and the Erosion Control Plans. Such items that need to be addressed include but are not limited to the temporary adjustment of utilities to accommodate staged construction and insuring that adequate/appropriate erosion control measures are proposed.

### Bridge/Wall Plans

- Verify that all existing and proposed utilities attached to bridges or in the vicinity of proposed walls are shown on the Bridge Plans and/or Wall Plans.
- Please insure that the details for supplying/installing hangers and the type of hanger shown are included for all proposed utility attachments in the Bridge Plans.
- Verify that the proposed hanger spacing is shown and address any discrepancies with the hanger spacing and the proposed bridge design.