

PRELIMINARY SURVEY SCOPE CHECKLIST

PROJECT INFORMATION	Project Description		Project Location	Project Number
Roadway Name/Number	From Mile Post	Beg/End Mile Post	Lead Partner Agency	
			Nearest City / Town	
Begin Project LAT/LONG			End Project LAT/LONG	
Account Code Information				

CFT Information

Project Manager	Designer	Environmental Specialist
Lead Surveyor	Highway Design Manager	Geotechnical Specialist
Bridge Engineer	Materials Engineer	Hydraulics Engineer

Schedule Information

Date survey is needed by Design to achieve milestone dates: _____

30% date: _____ 70% date: _____ 95% date: _____ 100%: _____

Roadway Design Requirements

Completed by Designer

Proposed project type:

Length of survey

Width of survey

Number of Lanes

Deliverable Requirements For Design

Completed by Designer and Lead Surveyor

Check all that apply:

- ☐ Coordinate System
 - ☐ State Plane Coordinate System
 - ☐ State Plane Ground Coordinate System
 - ☐ Assumed Coordinates
- Datum and coordinate system to be used: _____
- ☐ Deformation Monitoring
- ☐ Unmanned Aircraft System
- ☐ Topo / Terrain Mapping by ground
- ☐ Topo / Terrain Mapping by aerial
- ☐ LiDAR Mapping
 - ☐ Mobile
 - ☐ Aerial

- ☐ Boundary / Right-of-Way
- ☐ Walls
- ☐ Scanning of Rock Faces
- ☐ Right-of-Way Monumentation
- ☐ Test Boring / Pit Locations
- ☐ Hydraulics
 - ☐ Bridges
 - ☐ AOPs
 - ☐ River Channel
- ☐ Incorporation of data provided by Partner agency
- ☐ Floodplain Mapping
- ☐ Other:

Included to aid survey in project location:

- ☐ Google image ☐ Previous plans of area ☐ KMZ file ☐ Georeferenced PDF
☐ Special instructions as final page(s) of this request

Electronic products required:

File type deliverables:

Should survey information be split into separate files? ☐ Yes ☐ No
If yes, what information should be placed into separate files?

Environmental Requirements

Completed by Project Manager and Environmental Specialist

Wetlands and Waters

☐ **Not Applicable**

Check all that apply:

- ☐ Coordinate schedule with a wetland biologist to Survey wetland limits that have been established by the wetland biologists
☐ Wetland survey to be completed by others
☐ Environmental Specialist will provide delineated wetlands to Survey team to be added to survey file

Hazardous Materials

☐ **Not Applicable**

Are there any known hazardous materials located in the proposed work zone? ☐ Yes ☐ No

CAUTION: Surveying around hazardous materials requires special training and equipment. Contact the Environmental Specialist if hazardous materials are suspected on a project.

Other Environmental Elements to survey

☐ **Not Applicable**

- ☐ Miscellaneous Archaeological Features
☐ Irrigation ditches
☐ Stacked stone walls

☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

Structure Requirements		<input type="checkbox"/> Not Applicable
Number of major structures	Length from either end of structure to be surveyed	
Major Structures <div style="margin-top: 10px;"> Structure ID No: _____ Mile Point: _____ Structure ID No: _____ Mile Point: _____ Structure ID No: _____ Mile Point: _____ Structure ID No: _____ Mile Point: _____ </div> Bridge Work Type: <div style="margin-top: 5px;"> <input type="checkbox"/> Bridge rehabilitation <input type="checkbox"/> Bridge replacement (existing alignment) <input type="checkbox"/> Bridge replacement (new alignment) <input type="checkbox"/> Parapet wall work <input type="checkbox"/> Approach rail work </div> Distance to Survey Either Approach of Bridge: _____		Check all that apply: <div style="margin-top: 5px;"> <input type="checkbox"/> Existing structure <input type="checkbox"/> Clearance heights required <input type="checkbox"/> TOPO of all features within specified limits <input type="checkbox"/> Deck cross-section normal to a control line <input type="checkbox"/> Bridge expansion device elevations <input type="checkbox"/> Survey attached utilities <input type="checkbox"/> Tie bridge/box corners <input type="checkbox"/> Top/bottom chord elevations <input type="checkbox"/> List additional structure features needed: <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> </div>
<input type="checkbox"/> Other special instructions: <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div>		
Number of minor structures: _____ Check all that apply: <div style="margin-top: 5px;"> <input type="checkbox"/> Include type and height of inlets <input type="checkbox"/> Include height and width of head walls in survey notes <input type="checkbox"/> Special limits / other requirements (describe) : <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> </div>		
Wall Survey Requirements		<input type="checkbox"/> Not Applicable
Check all that apply: <div style="margin-top: 5px;"> <input type="checkbox"/> Top Front of Wall <input type="checkbox"/> Top Back of Wall <input type="checkbox"/> Bottom Back of Wall <input type="checkbox"/> Bottom Front of Wall / Pavement Elevation <input type="checkbox"/> All Grade Changes / Angle Points / Steps / Crenellations </div>	<input type="checkbox"/> Other needs: <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div>	

Hydraulic Survey Requirements				<input type="checkbox"/> Not Applicable																				
Aquatic Organism Passages (AOPs) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Location (Milepost)</th> <th style="width: 20%;">Existing Size</th> <th style="width: 20%;">Survey Upstream (Feet)</th> <th style="width: 20%;">Survey Downstream (Feet)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <div style="margin-top: 10px;"> <input type="checkbox"/> Exhibits / Attachments provided: _____ </div>				Location (Milepost)	Existing Size	Survey Upstream (Feet)	Survey Downstream (Feet)																	Check all that apply: <input type="checkbox"/> Visible high-water mark <input type="checkbox"/> Present water level (Record Date and Time of Survey) <input type="checkbox"/> Vegetation Line (Ordinary High Water Mark Demarcation) <input type="checkbox"/> Present water level (Record Date and Time of Survey) <input type="checkbox"/> Other _____ _____ _____
Location (Milepost)	Existing Size	Survey Upstream (Feet)	Survey Downstream (Feet)																					

ROW Survey Requirements		<input type="checkbox"/> Not Applicable
Monumentation		<input type="checkbox"/> Not Applicable
What monument type(s) and quantities will be set or reset?		
<input type="checkbox"/> ROW Monuments <input type="checkbox"/> Control Monuments <input type="checkbox"/> PLSS Monuments <input type="checkbox"/> Property Corners <input type="checkbox"/> Supplemental Information <div style="margin-top: 5px;"> <input type="checkbox"/> Photos <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div>	<input type="checkbox"/> Special Conditions to be Identified: _____ _____ _____ _____	
How will existing ROW be established? _____ _____		
What additional research is needed? _____ _____		

Traffic Requirements		<input type="checkbox"/> Not Applicable
Check all that apply: <input type="checkbox"/> Include striping <div style="margin-left: 20px;"> <input type="checkbox"/> Center line <input type="checkbox"/> Turn pocket lines <input type="checkbox"/> Lane line separators <input type="checkbox"/> Fog lines </div> <input type="checkbox"/> Paved turnouts	Traffic Control Requirements: Traffic control is needed to perform survey? <input type="checkbox"/> Yes <input type="checkbox"/> No Traffic control plan needs developed? <input type="checkbox"/> Yes <input type="checkbox"/> No Flaggers are required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Requirements / Notes: _____ _____ _____		

Access (private driveways, business access, or field accesses)☐ Not ApplicableRight of Entry needed? ☐ Yes ☐ NoProperty owner notification required? ☐ Yes ☐ NoAre there any cross roads? ☐ Yes ☐ No If yes, how far should the profile extend? _____

Special instructions:

Railroad Requirements☐ Not Applicable

Railroad name / Operator

Person to contact at railroad

Address of railroad right-of-way office

Phone number and, if known, e-mail address of contact

RAILROAD CROSSING ID NO: _____

Nature of impacts to the Railroad:

How work will be approached (i.e. stay back and do red laser ties, etc.)

NOTE: Permission to Enter from the Railroad company is required prior to starting Survey**3R Project Surveys**☐ Not ApplicableIs TOPO required? ☐ Yes ☐ No☐ Establish stationing on:☐ 50' intervals ☐ 100' intervals ☐ 250' intervals ☐ 500' intervals ☐ 1000' intervals ☐ Other: _____Does stationing need marked on the ground? ☐ Yes ☐ No☐ Establish milepost references☐ Gather topographic data by ☐ station and offset ☐ milepost and offset☐ Include guardrail height at 100-foot intervals☐ Test Boring / Pit Location☐ Include overhead clearances on utilities and structures☐ Tabulate hazards within clear zone limit of _____☐ Establish centerline and take cross-sections. Cross-section interval: _____Are geometric alignments needed for the project? ☐ Yes ☐ NoIs a road log needed (safety issues: signs, striping, guard walls, concrete barrier, etc.)? ☐ Yes ☐ No

Are there areas of the project (identified during scoping) that require additional survey to determine corrections needed?

☐ Yes ☐ No If yes, identify: _____

Utility Requirements☐ **Not Applicable**

Include owner name, contact person, address, and telephone number. Always show whether or not utilities are within project right of way. Check all that apply:

Is Potholing Required? ☐ Yes ☐ No

Indicate abandoned lines (if known)? ☐ Yes ☐ No

☐ **A. Gas**

Owner: _____

1. Buried, overhead or crossing
2. Size and pressure
3. Location (horizontal and vertical)
4. Locate vents, valves, markers, etc.

☐ **B. Transmission lines**

Owner: _____

1. Buried, overhead, crossing
2. Elevation of lines
 - a. Depth
 - b. Height at poles
 - c. Height at low point of sag
3. Type of structures
 - a. Lattice
 - b. Single pole
 - c. "H" frame
4. Construction
 - a. Steel
 - b. Wood
 - c. Other
5. Kilo volt rating
6. Single points (poles, etc.)
7. Guy-anchor poles

☐ **C. Electric lines (local)**

Owner: _____

1. Buried, loose cables or in ducts; overhead, crossing
2. Kilo volt rating
3. Elevation at poles, at sag points, depths
4. Type and construction of poles

☐ **D. Telephone**

Owner(s): _____

1. Buried, loose cables or in ducts; overhead, crossing
2. Fiber optics or conventional wire cables
3. Location of pedestals, vaults, regeneration stations
4. Local services (drops, etc.) above, on, below surface

☐ **E. Water (domestic)**

Owner: _____

1. Buried or supported
2. Size and type of pipes
3. Angle and junction points
4. Locations of valves, meters, vents, drains, etc.

☐ **F. Sanitary sewers**

Owner: _____

1. Size and type of pipe
2. Manholes
 - i. Inlet and outlet elevations
 - ii. Top of manhole elevations

☐ **G. Television**

Owner: _____

1. Buried, overhead
2. Owned poles, attached to others
3. Cables loose, in ducts
4. Depth
5. Locate pedestals, etc.

☐ **H. Pipelines**

Owner: _____

1. Buried or aerial
2. Size and type of pipe
3. Pressure
4. Product – gas, oil, water, etc.

☐ **I. Irrigation company**

Owner: _____

1. Basic size of ditch
2. Flow-from ditch company
3. High water mark
4. Direction of flow
5. Period of use
6. Ditch break lines
7. Locate all division boxes
8. Get elevations of all boxes, drops, etc.

☐ **J. Miscellaneous**

Owner: _____

1. Get all details (explain):

☐ **K. Partner**

Owner: _____

1. Get all details (explain):

☐ **L. Other Interested Parties**

Owner: _____

1. Get all details (explain):

Owner: _____

1. Get all details (explain):