TIP NO.:

DIVISION:

COUNTY:

PROJECT MANAGER:

DESIGN ENGINEER:

**REVIEW CHECKLIST FOR DESIGN PUBLIC MEETING/HEARING MAPS**

Place an "X" by applicable items or place "N/A" by non-applicable items to indicate that each item in the checklist has been reviewed.

Note: Labels should be black letters in a white box unless noted otherwise.

**TITLE BLOCK**

(Best Practice - Make sure the title block is large enough to be read. The title blocks on the ends of the maps should be smaller as they are only meant for quick identification when the paper maps are rolled up for storage.)

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| \_\_\_ | TIP project number and WBS number is shown. |
| \_\_\_ | County is shown. |
| \_\_\_ | Description of the project matches the STIP and environmental document. |
| \_\_\_ | Federal aid number is shown, if applicable. |
| \_\_\_ | Roll/sheet numbers are shown, if there are more than one. |
| \_\_\_ | Date the design public meeting or hearing will be held is shown (month and year). |
| \_\_\_ | Seal of the State of North Carolina is shown. |
| \_\_\_ | NCDOT triskelion is shown. |

**TYPICAL SECTIONS**

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| \_\_\_ | Typical sections are shown in a 3-dimensional perspective. |
| \_\_\_ | All relevant features are shown with dimensions (ex. travel lanes, median, curb and gutter, bike lanes, sidewalk, sidepaths, etc.).  (Best Practice – Do not show the slopes associated with the features.) |
| \_\_\_ | Provide a note indicating that betterments are contingent upon municipal agreement, if applicable.  *Note: Betterments can include but are not limited to bike lanes, sidewalk, and sidepaths.* |
| \_\_\_ | Typical sections are shown for the mainline and major Y lines. |
| \_\_\_ | Typical section is provided for mainline bridge(s). |
| \_\_\_ | Road names are shown for their corresponding typical sections.  (Best Practice - Do not show the SR numbers on the typicals.) |

**SHEET COMPOSITION**

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| \_\_\_ | Maps shall not exceed 10’ in length, unless prior coordination with the Public Involvement Officer indicates the facility and method of display can accommodate additional length. |
| \_\_\_ | A legend is shown with only the items applicable to the project.  (Best Practice – When the length of the map exceeds 8’, show a legend at each end of the map. One should be placed at the top of the map and the other at the bottom.) |
| \_\_\_ | Design data is shown including the proposed functional classification, design speed and maximum superelevation. |
| \_\_\_ | Scale of the maps is shown.  (Best Practice – Discuss the appropriate scale for the project with Public Involvement and Roadway Design.) |
| \_\_\_ | Begin and end TIP project are labeled. |
| \_\_\_ | Begin and/or end construction for the mainline are labeled if the construction extends outside the TIP project limits. |
| \_\_\_ | North arrow is shown. |
| \_\_\_ | Source and date of the aerial photography are shown.  *Note: Verify that the most recent aerial photography is being used.* |
| \_\_\_ | Traffic diagrams are shown, if applicable.  *Note: Show the actual numbers instead of abbreviating the numbers (i.e. in hundreds or in thousands).* |
| \_\_\_ | Incomplete plans note is shown. |
| \_\_\_ | Preliminary plans note is shown. |
| \_\_\_ | The appropriate control of access note(s) is/are shown (partial, limited, full), if applicable. |
| \_\_\_ | Utility note is shown. |
| \_\_\_ | Driveway note is shown, if applicable. |
| \_\_\_ | Potential noise abatement note is shown, if applicable. |
| \_\_\_ | Major landmarks are labeled (ex. subdivisions, schools, churches, hospitals, shopping centers, gas stations, etc.).  *Note: Labels should be black letters on pale gold background.*  (Best Practice - Every location does not have to be labeled but enough to provide a reference to where we are along the project.) |
| \_\_\_ | Interstate, US and NC route shields are shown. |
| \_\_\_ | Street names are labeled. Labels should include SR numbers, if applicable.  *Note: Labels should be white letters on a green background.* |
| \_\_\_ | Property boundaries are shown. |
| \_\_\_ | Property owner names are shown.  *Note: Options are white letters on photography, black letters inside a white background, or parcel numbers with cross referenced table listing the property owner names. A combination of these can be utilized.* |
| \_\_\_ | City, town, and county limits are shown with a label for each municipality, if applicable. |
| \_\_\_ | The design shown is reflective of the preliminary design and Congestion Management recommendations. |
| \_\_\_ | A detail for directional crossover with median U-turn should be shown, if applicable. |
| \_\_\_ | Provide destination labels at the beginning and end of the project. |

**ROADWAY DESIGN INFORMATION**

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| \_\_\_ | All alignment information should be white (alignments, tick marks, 500’ stations).  *Note: The items listed in parentheses above should be the only information shown.* |
| \_\_\_ | Alignment names are provided.  *Note: Labels should be black letters on a white background.* |
| \_\_\_ | Existing right of way is shaded for all roads being affected by the project (including properties already owned by NCDOT). |
| \_\_\_ | Proposed right of way and proposed easements are shaded.  *Note: Verify slope stakes have been contained within these limits.*  (Best Practice – Except for buildings, the proposed right of way and easement shapes should take precedence over all other shapes.) |
| \_\_\_ | Existing roadways being affected by the project are shaded. |
| \_\_\_ | Existing roadways to be removed are shaded, if applicable.  *Note: The pavement removal should not stop at the slope stakes.* |
| \_\_\_ | Verify the existing roadways to be resurfaced and proposed roadways are shown correctly (i.e. wedging areas versus new pavement).  *Note: Existing driveway pavement should not be shown as resurfacing as the composition is unknown.* |
| \_\_\_ | Onsite detours are shown on the map. |
| \_\_\_ | Roadways of adjacent projects are shaded as future roadway with the project number, if applicable. |
| \_\_\_ | Proposed bridges, culverts, islands, sidewalks, and curb and gutter are shaded, if applicable. |
| \_\_\_ | Existing bridges, culverts, islands, sidewalks, curb and gutter to be retained are shaded, if applicable. |
| \_\_\_ | Existing bridges and culverts, to be removed are shaded, if applicable. |
| \_\_\_ | Lakes, rivers, streams and ponds are shaded, if applicable.  (Best Practice – Consult with the Division about whether to show ponds in proposed right of way or easement.) |
| \_\_\_ | Existing railroad right of way is shaded and railroad owner labeled. |
| \_\_\_ | Existing utility easements are shown for major utilities (power, gas, water) and labeled. |
| \_\_\_ | Cemeteries are shown, if applicable.  (Best Practice – Provide a label for the cemetery (with a name, if applicable), especially for small ones where the symbology may be difficult to see.) |
| \_\_\_ | Wetlands are shown, if applicable. |
| \_\_\_ | Sidewalk, sidepaths, and/or greenways are shaded and/or shown appropriately on the map. |
| \_\_\_ | Historic properties and districts are shaded and labeled. |
| \_\_\_ | Parks are shaded. |
| \_\_\_ | Potential noise abatement areas are shown, if technical noise report is complete. |
| \_\_\_ | Existing control of access symbology is shown, where applicable. |
| \_\_\_ | Proposed full, partial and limited control of access symbology is shown, where applicable. |
| \_\_\_ | Proposed express lanes are shaded, if applicable. |
| \_\_\_ | Expressway lane entry and exit point locations are shown, if applicable. |
| \_\_\_ | Proposed toll gantry locations are shown, if applicable. |

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| \_\_\_ | Widths of the proposed pavement, and medians are labeled.  *Note: Labels should be black letters on a white background.*  (Best Practice – Label EOT to EOT instead of individual lane widths.) |
| \_\_\_ | Width of proposed right of way is labeled in areas where it is consistent. |
| \_\_\_ | Slope stakes shall be shown with cut and fill labels at least every 200’ and where the slopes transition between cut and fill.  *Note: Slope stake lines and labels should plot black.* |
| \_\_\_ | Paved shoulders should not be shaded. |
| \_\_\_ | U-turn bulb locations are contained in full control of access on both sides of the roadway. |
| \_\_\_ | Cul-de-sacs are fully contained in existing or proposed right of way. |
| \_\_\_ | Existing, proposed, and existing to be removed signal locations are identified, if applicable. |
| \_\_\_ | Lane arrows provided on the mainline and Y lines.  (Best Practice - Do not show lane arrows for driveways.) |
| \_\_\_ | Lane lines shown.  (Best Practice – Show lane lines only where there are lane arrows or use the pavement marking plans line styles throughout the map.) |
| \_\_\_ | The shapes for existing pavement and existing right of way are shown for a short distance outside the proposed construction on the mainline and Y lines.  *Note: The shapes should begin and/or end at the same location.* |

**KEY MAP (IF APPLICABLE)**

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| \_\_\_ | The title block should be clearly labeled as “Key Map”. |
| \_\_\_ | North arrow is shown. |
| \_\_\_ | Sheet layout is shown and each sheet number labeled. |
| \_\_\_ | Aerial photography should be the base of the key map. |
| \_\_\_ | Source and date of the aerial photography are shown.  *Note: Verify that the most recent aerial photography is being used.* |
| \_\_\_ | All interstates, US and/or NC routes, SR routes and street names should be labeled |
| \_\_\_ | Scale of the key map is provided. |
| \_\_\_ | Preliminary base mapping and design features should ***not*** be shown. |

**SPECIAL CASES**

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| --- | --- |
| \_\_\_ | Transmission tower locations are shown within the study area if the utility easement information is not available. |

DATE Click to select date CHECK LIST COMPLETED BY: First and Last Name

DATE Click to select date CHECKED BY: First and Last Name