Please review all applicable processes/ guidance prior to management submittal. If substantial comments are made, supervisors/ managers will not sign, but return to the project engineer for revisions prior to signing. **Save this form as a PDF after each sign off step has occurred in CTP folder.**

**STUDY:** Insert Study Name

**PROJECT ENGINEER(S):** Insert Project Engineer(s) Name(s)

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| **Project Engineer Submits Recommendations for Leadership Review**Submit Draft Maps, Draft Recommendations List or Table, Draft Project Sheets1, & Supporting Analysis2 for Review (Step C1) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Engineer | InsertSubmittalDate |  Insert CommentsComments, if applicable |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor | InsertDate | Insert Comments[ ]  Reviewed/Reached Consensus with Comments |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Unit Head | InsertDate | Insert Comments[ ]  Reviewed/Reached Consensus with Comments |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Director | InsertDate | Insert Comments[ ]  Reviewed/Reached Consensus with Comments |

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| **Content Core Review by Project Engineer and Supervisor after completion of C3**(Step C4) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Engineer | InsertSubmittal Date | Insert CommentsComments, if applicable |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor | InsertDate | Insert Comments[ ]  Reviewed with Comments |

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| **Visual Core and Appendices Information3 Review by management**(Step A2 & C6) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Engineer | InsertSubmittalDate | Insert CommentsComments, if applicable |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor | InsertDate | Insert Comments[ ]  Reviewed with Comments for Local Review/Public Workshop |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Unit Head  | InsertDate | Insert Comments[ ]  Reviewed with Comments for Local Review/Public Workshop |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Director  | InsertDate | Insert Comments[ ]  Reviewed with Comments for Local Review/Public Workshop |

 ***NOTE: If changes are made to recommendations, they need to be discussed with Leadership prior to next step.***

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| **Core and Appendices Merge Approval Before Final Public Hearing(s)**(Step F1) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Engineer | InsertSubmittalDate | Insert CommentsComments, if applicable |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor | InsertDate | Insert Comments[ ]  Approved for Final Public Hearing(s) with Comments |

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| **Final TPD Approval of CTP Document**(Step F3) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Engineer | InsertSubmittalDate | Insert CommentsComments, if applicable |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor | InsertDate | Insert Comments[ ]  Reviewed with Comments for Local Review/Public Workshop |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Unit Head  | InsertDate | Insert Comments[ ]  Reviewed with Comments for Local Review/Public Workshop |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Director  | InsertDate | Insert Comments[ ]  Reviewed with Comments for Local Review/Public Workshop |