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)

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | Insert  Submittal  Date | Insert Comments  Comments, if applicable |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor | Insert  Date | Insert Comments  Reviewed/Reached Consensus with Comments |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unit Head | Insert  Date | Insert Comments  Reviewed/Reached Consensus with Comments |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director | Insert  Date | Insert Comments  Reviewed/Reached Consensus with Comments |

|  |  |  |  |
| --- | --- | --- | --- |
| **Content Core Review by Project Engineer and Supervisor after completion of C3**  (Step C4) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Engineer | Insert  Submittal Date | Insert Comments  Comments, if applicable |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor | Insert  Date | Insert Comments  Reviewed with Comments |

|  |  |  |  |
| --- | --- | --- | --- |
| **Visual Core and Appendices Information3 Review by management**  (Step A2 & C6) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Engineer | Insert  Submittal  Date | Insert Comments  Comments, if applicable |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor | Insert  Date | Insert Comments  Reviewed with Comments for Local Review/Public Workshop |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unit Head | Insert  Date | Insert Comments  Reviewed with Comments for Local Review/Public Workshop |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director | Insert  Date | 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.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Core and Appendices Merge Approval Before Final Public Hearing(s)**  (Step F1) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Engineer | Insert  Submittal  Date | Insert Comments  Comments, if applicable |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor | Insert  Date | Insert Comments  Approved for Final Public Hearing(s) with Comments |

|  |  |  |  |
| --- | --- | --- | --- |
| **Final TPD Approval of CTP Document**  (Step F3) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Engineer | Insert  Submittal  Date | Insert Comments  Comments, if applicable |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor | Insert  Date | Insert Comments  Reviewed with Comments for Local Review/Public Workshop |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unit Head | Insert  Date | Insert Comments  Reviewed with Comments for Local Review/Public Workshop |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director | Insert  Date | Insert Comments  Reviewed with Comments for Local Review/Public Workshop |