PDN Stage 2 - ITS QC Checklist

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| **SPOT ID/Project TIP #:** | Click or tap to edit. |
| **County:** | Click or tap to edit. |

2SG1 Initiate ITS Design

| **Item #** | **Review Item** | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- | --- |
|  | **Plan Sheet** |  |  |  |
|  | Upper Title Block |  |  |  |
|  | All data included in title block in correct format |  |  |  |
|  | Lower Title Block |  |  |  |
|  | All data included in title block in correct format |  |  |  |
|  | Utility Make Ready (UMR) plans information defined (if applicable) |  |  |  |
|  | PEF Logo (PEF plans) |  |  |  |
|  | Base Map for Utility Make Ready Plans (if applicable) |  |  |  |
|  | Edge of pavement, (identification between existing and proposed edge of pavement) |  |  |  |
|  | Right of way lines (if applicable) |  |  |  |
|  | Route numbers & street names |  |  |  |
|  | Driveways, sidewalks, major culverts, etc. |  |  |  |
|  | Railroad tracks (RR crossing numbers & name of railroad) |  |  |  |
|  | Legend – Identification of pertinent symbols, utility owners, etc. |  |  |  |
|  | Utility Make Ready Plan (if applicable) |  |  |  |
|  | (Non-TIP) Utility Make Ready Plans |  |  |  |
|  | Identification of NCDOT proposed attachment height identified throughout the UMR Plan set |  |  |  |
|  | Show pole numbers (existing and proposed) that will contain existing/proposed NCDOT Fiber. Develop a numbering scheme for all poles without a pole number |  |  |  |
|  | Identification of “existing pole” to be replaced or removed (only show pole if it contains an existing and/or proposed NCDOT Fiber) |  |  |  |
|  | Identification of “proposed pole” (only show poles intended for use to carry a NCDOT Fiber) |  |  |  |
|  | For each pole requiring adjustments, identify the utility lines and all existing utility attachment heights from grade to the neutral conductor and separation distance between all utility lines |  |  |  |
|  | For each pole requiring adjustments, provide adjustment information to instruct others on the relocating of the affected utility line. (All proposed adjustments shall not cause a violation within the National Electrical Safety Code guidelines) |  |  |  |
|  | The lowest existing utility height over driveways and roadways are identified |  |  |  |
|  | After the completion of the draft UMR plans, a field meeting was conducted with all the affected utility owners |  |  |  |
|  | Revised draft UMR plans reflect field meeting decisions |  |  |  |
|  | Submit final UMR plans to each utility owner, and request an estimate from the utility owners |  |  |  |
|  | (TIP) Widening & Utility Information (requires existing poles be replaced) |  |  |  |
|  | Contact the utility pole owner and request additional pole heights to accommodate the proposed NCDOT Fiber. Provide a Clarification Memo or Letter of Intent |  |  |  |
|  | Identify in writing and/or meetings with the pole owner (usually the Power Company) of your intended attachment height along the pole route. Transmit a copy of the 100% unsealed Cable Routing Plans to the Project Manager, Utility Poles Owner/Representative, and all other utility attachment owners for their records |  |  |  |
|  | Maintain in the project file a copy of all correspondences, emails, minutes and the 100% Unseal Plans and transmittal information |  |  |  |

*For items marked* ***No*** *that require further explanation, provide comments or action items in the table below.*

| **Item #** | **Comments and Action Items** |
| --- | --- |
| Click to edit. | Click to edit. |

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| --- | --- | --- | --- |
| ***This checklist may not be comprehensive to every project. It is the responsibility of the reviewer to ensure that an adequate review is performed.  I have reviewed the plans for consistency with this checklist and confirmed that all items have been completed.*** | | | |
| **QC Reviewer Name:** | | Click to edit. | **Date:** | Click to edit. | |
| **QC Reviewer (Signature):** | |  |  |  | |