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** |
| --- | --- | --- | --- | --- |
| 1.
 | **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) |[ ] [ ] [ ]
| * + 1.
 | 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):** |  |  |  |