

**Maricopa County Department of Transportation
Permitting & Plan Review Department
Permit Plan Review Pre-Submittal Check List
New Roadway Improvements**

1 of 2

PROJECT NAME:	
LOCATION:	
CONSULTANT:	DATE RECEIVED:
PROJECT #:	
CONTACT PERSON:	RECEIVED BY (MCDOT):
PHONE No.: () _____	Tel # (602) 506-8609 FAX # (602) 506-4009

PRIOR TO PLAN SUBMITTAL, CONSULTANT SHOULD VERIFY THE FOLLOWING INFORMATION HAS BEEN INCLUDED ON THE PLANS. INCLUDE THIS CHECKLIST WITH THE PLAN SUBMITTAL

NO.	CHECK LIST OF REQUIRED INFORMATION	DONE
	<u>COVER SHEET/DETAIL SHEET</u>	
__1	PROJECT NAME AND ADDRESS (APN if available)	
__2	SITE LOCATION MAP	
__3	ENGINEER'S CONTACT INFORMATION: name, address, phone number, email address	
__4	OWNER/DEVELOPER INFORMATION: name, address, phone number, email address	
__5	INCLUDE THE FOLLOWING NOTE: <u>LOCATION FOR AS-BUILT INDEXING</u> TOWNSHIP, RANGE, SECTION, ¼ SECTION	
__6	CURRENT MCDOT GENERAL NOTES: Include the latest version on cover or detail sheet. http://www.mcdot.maricopa.gov/technical/eng-manuals/permits/SID-103_General-Notes-ROW-Permits.pdf	
__7	LEGEND (if necessary)	
__8	ARIZONA REGISTERED PROFESSIONAL CIVIL ENGINEER'S SEAL & SIGNATURE	
__9	BENCHMARK INFORMATION	
__10	ROADWAY CLASSIFICATION: Show on cover or detail sheet. (Requirements contained in MCDOT Roadway Design Manual.)	
__11	DESIGN SPEED (or POSTED SPEED): DESIGN SPEED = _____ OR POSTED SPEED = _____	
__12	AVERAGE DAILY TRAFFIC (ADT): CURRENT ADT (_____) UNKNOWN (_____) PROJECTED ADT & YEAR (_____) UNKNOWN (_____) Current ADT's can be found at: http://www.mcdot.maricopa.gov/technical/counts/home.htm	
__13	CLEAR ZONE DISTANCE: Show on cover or detail sheet. (Requirements contained in MCDOT Roadway Design Manual.)	
__14	AS-BUILT STATEMENTS AS FOLLOWS: I HEREBY CERTIFY THAT I HAVE REVIEWED THE "AS-BUILT" FOR THE ABOVE REFERENCED PROJECT AND CERTIFY THAT THE PROJECT HAS BEEN CONSTRUCTED IN ACCORDANCE WITH THE APPROVED IMPROVEMENT PLANS AND REVISIONS THAT IT WILL FUNCTION AS DESIGNED AND PERMITTED. _____ Registered Civil Engineer I HEREBY CERTIFY THAT THE "RECORD DRAWING" MEASUREMENTS AS SHOWN HERON WERE MADE UNDER MY SUPERVISION OR AS NOTED ARE CORRECT TO THE BEST OF MY KNOWLEDGE. _____ Registered Surveyor	
__15	ENGINEERS'S DECLATATION OF RESPONSIBLE CHARGE STATEMENT AS FOLLOWS: I HEREBY DECLARE THAT I AM THE ENGINEER OF WORK FOR THIS PROJECT, THAT I HAVE EXERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THE PROJECT AS DEFINED IN SECTION R4-30-301 OF THE RULES OF THE ARIZONA STATE BOARD OF TECHNICAL REGISTRATION, AND THAT THE DESIGN IS CONSISTENT WITH CURRENT STANDARDS. I UNDERSTAND THAT THE CHECK OF THE PROJECT DRAWINGS AND SPECIFICATIONS BY MARICOPA COUNTY IS CONFINED TO A REVIEW ONLY AND DOES NOT RELIEVE ME, AS ENGINEER OF WORK, OF MY RESPONSIBILITIES FOR THE PROJECT DESIGN.	

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New Roadway Improvements

2 of 2

PRIOR TO PLAN SUBMITTAL, CONSULTANT SHOULD VERIFY THE FOLLOWING INFORMATION HAS BEEN INCLUDED ON THE PLANS. INCLUDE THIS CHECKLIST WITH THE PLAN SUBMITTAL

NO.	CHECK LIST OF REQUIRED INFORMATION	DONE
	<u>PLAN SHEETS</u>	
__1	TYPICAL SECTION: Show on cover or detail sheet. (Include all dimensions and cross-slopes.)	
__2	JURISDICTIONAL BOUNDARIES: Show city limits, Existing right-of-way, and any New or Proposed Right-of-way.	
__3	NORTH DIRECTION ARROW & ENGINEER'S SCALE	
__4	EXISTING UTILITIES: Show all existing utilities (above and below ground). Also include any relocations required or new installations.	
__5	EXISTING IMPROVEMENTS: Show the existing roadway features beyond the limits of this project for a distance that is sufficient to address striping and signing compatibility. (Include any driveways at either end or across from this project.)	
__6	SIGHT TRIANGLES: Verify that sight triangles are clear of obstructions as required in MCDOT Roadway Design Manual. (Include intersections and driveways.)	
__7	TRAFFIC CONTROL: Indicate any special traffic control needs anticipated during construction. (Particularly road or lane closures and/or detours.)	
__8	DRAINAGE DESIGN CRITERIA: Indicate design frequency and depth of flow for all drainage crossings. (Requirements contained in FCD Drainage Regulations.)	
__9	DRAINAGE PATTERNS ARE CLEAR: Include contours, arrows, grade breaks	
__10	CULVERT CROSS SECTION & PROFILE: (Supporting calculation should be provided in a separate Drainage Report)	
__11	STREET NAMES LABELED	
__12	SHOW AND LABEL MONUMENT LINE (section lines, mid-section lines)	
__13	GEOMETRIC CONTROL (Requirements contained in MCDOT Roadway Design Manual.)	
__14	EXISTING PAVEMENT CONDITION AT TIE-IN FOR WIDENING PROJECT: Check which applies <input type="checkbox"/> Not Applicable <input type="checkbox"/> Good condition for connection <input type="checkbox"/> Pavement edge in poor condition* DESCRIPTION _____ _____ _____ *Applicant must include photos and description above if poor condition is checked. Selection of poor condition will result in further MCDOT evaluation. MCDOT Permitting will work with MCDOT Operations to evaluate existing pavement and take action as deemed necessary.	
__15	MUNICIPALITY REQUIREMENTS: Has an adjacent municipality made requirements for improvements in MCDOT right-of-way in beyond MCDOT's requirements? Check which applies. <input type="checkbox"/> NO <input type="checkbox"/> YES (if yes, include a list of municipal requirements with the submittal packet)	
__16	ARIZONA REGISTERED PROFESSIONAL CIVIL ENGINEER'S SEAL & SIGNATURE	