

APPENDIX D – ROADWAY DESIGN FORMS

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APPENDIX D – ROADWAY DESIGN FORMS

D.10 – Forms Introduction

The following section contains examples of the forms that are used by Roadway Design to process various design information. Most are available on the department's Intranet form finder. The most current version of the form is stored electronically in an individual file that is identified by the ITD form number or other similar identification.

Copies can be made by opening the individual file, double clicking on the attachment, and then printing the document. To use electronically, save the opened attachment to your directory and then use appropriately.

Request To Change Manual



Title of Manual Affected			Manual Revision Date	
Chapter Number	Section Number	Heading Title	Page Number(s)	
This manual is (choose one) <input type="checkbox"/> Hard copy only <input type="checkbox"/> Electronic and Hard Copy <input type="checkbox"/> Available on the Intranet				
This change is a(n) <input type="checkbox"/> Addition <input type="checkbox"/> Deletion <input type="checkbox"/> Revision		This change will be beneficial statewide. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Proposed Change (attach an example or additional sheets if needed)				
Explain why the change is needed.				
This change affects other portions of the manual. <input type="checkbox"/> Yes <input type="checkbox"/> No				
Please list chapter number, section number, heading title and page number of affected portions.				
Chapter Number	Section Number	Heading Title	Page Number	
This change affects a picture, figure or standard drawing in the manual. <input type="checkbox"/> Yes <input type="checkbox"/> No				
Please list chapter number, section number, heading title and page number of affected picture, figure or standard drawing.				
Chapter Number	Section Number	Heading Title	Page Number	
This change affects an administrative or board policy. <input type="checkbox"/> Yes <input type="checkbox"/> No Please list any policy affected.				
Policy Number	Title	Policy Number	Title	
This change affects an ITD form (any form with a four digit ITD number in the upper left corner). <input type="checkbox"/> Yes <input type="checkbox"/> No Please list form(s) affected.				
Form Number	Title	Form Number	Title	
Submitted By (see Section Manager for submittal procedures)		Title	Section/District	Date

To be Completed by Authorized Section Representative

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Request Number	Authorized Section Representative's Signature	Date
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Information distribution as appropriate: Policy and Procedures Coordinator Forms Analyst Web Services

Legal Description Essential Requirements Checklist

Idaho Transportation Department – Right of Way



Project Number	Project Name	Key Number
Parcel Number	Parcel ID Number	Date

Legal Descriptions – One required for each description

Initial each item that has been reviewed. Mark N/A for items that are not applicable.

	1 st Dist. Reviewer	2 nd Dist. Reviewer	
1.	_____	_____	Heading: Project Number, Key Number, Parcel Number, Parcel ID Number and date prepared (not an autofill date.) Titled fee acquisition or permanent easement, etc.
2.	_____	_____	Preamble: State, County name, Township and Range, ¼ ¼ sections or government lots designated, section, subdivision name, lots, blocks, and tracks
3.	_____	_____	Points of commencement and beginning shown on plans (must be a found Public Land Survey System (PLSS) corner or a found Corner Perpetuation & Filing (CP&F) recorded point)
4.	_____	_____	Multiple requirement areas within a parcel use the same point of commencement
5.	_____	_____	Curve data contains: radius, arc length, delta/central angle, curve direction (right or left) long chord (bearing and distance)
6.	_____	_____	Centerline stations for beginning and end of parcel
7.	_____	_____	Closing tolerance within State Standard (minimum 1:5,000)
8.	_____	_____	All calls and acreage match the plans exactly
9.	_____	_____	Bearing expressed in degrees, minutes, and whole seconds
10.	_____	_____	Acreages carried to four decimal places and rounded to three places
11.	_____	_____	Distances carried to three decimal places and rounded to two places
12.	_____	_____	Parcel requirement legal description lies within the boundaries of the property described within the title report
13.	_____	_____	Existing non-fee title prescriptive highway RW described with separate acreage - can be described separately or encompassed within description of the new RW requirement parcel, with acreage data broken out for both existing RW and new RW
14.	_____	_____	Stamped, dated, and signed by a professional land surveyor registered by the State of Idaho
15.	_____	_____	Electronic and original (not a copy) of legal description, typed in font size 12

I have reviewed and accepted this legal description.

District Right-of-Way Supervisor's Signature	Date
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Headquarters Right-of-Way Signature	Date
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Printed Name	Title
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Distribution: District Right-of-Way

Plans Essential Requirements Checklist

Idaho Transportation Department – Right of Way



Project Number	Project Name
Key Number	Date

Initial each item that has been reviewed. Mark N/A for items that are not applicable.

Title Sheet – Initial each line

	District	HQ RW	
1.	_____	_____	Includes Highway Number, Project Number, County Name, Segment Code, Vicinity Map with North arrow, Begin and End Milepost, Key Number, Project Name. District RW Supervisor date, stamp, and signature are recommended for approval as official Right of Way plans

Total Ownership Map

	District	HQ RW	
1.	_____	_____	City, county, state lines are labeled; railroad, county roads are labeled; North arrow on all sheets; Sheets numbered consecutively; Correct symbols used on found and unfound monuments, new and existing alignment; Township and range, section, ¼ ¼ sections designated or government lots; All data in English units; Match lines and sheet reference
2.	_____	_____	Owner Data Table for each parcel includes (required): parcel number, parcel ID number, record owner name, total ownership assessed, RW required, RW existing, remainder left, remainder right, easement permanent, easement temporary
3.	_____	_____	Parcel ID numbers properly assigned to requirements and permanent easements
4.	_____	_____	Temporary easements use an "E" designator for parcel ID number if there is no other acquisition on the parcel. Example: Key number, then "E" and parcel number (7771E01)
5.	_____	_____	LPA parcels use an "L" designator for the parcel ID number. Example: Key number, then "L" and parcel number (6495L02)
6.	_____	_____	Acreage for requirement matches acreage data in legal description (required)
7.	_____	_____	Advanced purchased parcels identified by an asterisk with an explanation
8.	_____	_____	Information only parcels are labeled "info only" and identified by an asterisk
9.	_____	_____	Data table color-coded across entire tabulation block and matches parcel colors on all plan sheets. (For legibility, use transparent pastel colors over text and use contrasting colors on adjacent parcels.)

Plan Sheets

	District	HQ RW	
1.	_____	_____	City, county, state lines are labeled; railroad, county road, city streets are labeled; North arrow on all sheets; Sheets numbered consecutively; Correct symbols used on found and unfound monuments, new and existing alignment; Township and range, section, ¼ ¼ sections designated or government lots; All data in English units; Match lines and sheet reference
2.	_____	_____	All waterways (rivers, lakes, canals, etc.) are labeled and include flow direction and current ordinary high water/meander line
3.	_____	_____	Railroad name, right-of-way, and any existing ITD encroachment are labeled
4.	_____	_____	Correct symbols for all RW lines; township, range, section, ¼ ¼ sections or government lots; Subdivision name, lots, blocks, tracts, and dimensions of subdivision lots are labeled

5.	_____	_____	Road closure symbol and disposition of existing road are labeled abandoned or obliterated
6.	_____	_____	Profile sheets, including profile of approaches having a cut or fill height of three feet or greater
7.	_____	_____	If the established scale standards allow, identify (show and label) all improvements on a parcel within 200 feet of the RW line, including, but not limited to, houses, sheds, wells, septic tanks, drain fields, fences, trees, signs
8.	_____	_____	Irrigation facilities, including but not limited to, pumps, underground lines, pivot systems, ditches with flow direction, and structures
9.	_____	_____	Curve data contains radius, arc length, delta/central angle, curve direction (right or left), long chord (bearing and distance)
10.	_____	_____	Access control symbols, existing and proposed. If overlap, show proposed access control symbol
11.	_____	_____	Station and offsets for all points where bearings and distances change
12.	_____	_____	Beginning and ending station and offset data for all requirement parcels, including permanent easements
13.	_____	_____	Approach locations, widths, and types (Types: single family residential, multi-family residential, farm field, canal approach, light commercial, heavy commercial, public approach, boulevard, joint use - Pursuant to ITD Administrative Policy A3-03 and ITD Access Policy Manual)
14.	_____	_____	All existing approaches to be closed are labeled
15.	_____	_____	Points of commencement and beginning with metes and bounds match legal descriptions (Must be a found corner or point), including bearings and distances from commencement to beginning
16.	_____	_____	Metes and bounds shown on the full perimeter of requirement parcels match legal descriptions
17.	_____	_____	To match Total Ownership Map: Parcel number color-coded within the parcel (use arrow if parcel too small), property lines color-coded, parcel requirements color-coded, easements cross hatched in color
18.	_____	_____	Easements are labeled for specific use (ditch construction, embankment, approach, utilities relocation, etc.), width, and stationing. Irregular shaped easements must have bearings and distances shown
19.	_____	_____	Property depicted on plans lies within the legal description of the property described in the title report
20.	_____	_____	Items that are to be retained and protected or removed within the right-of-way acquisition are labeled
21.	_____	_____	Project beginning and ending milepost with station equations on appropriate sheets

I have reviewed and stamped the plans and recommend for approval.

District Right-of-Way Supervisor's Signature	Date
--	------

I have reviewed and stamped the plans as official right-of-way plans.

Headquarters Right-of-Way Signature	Date
Printed Name	Title

Hydraulics Structures Survey



A hydraulic report should accompany this form for natural streams with Q_{50} of 500cfs (14 m³/s) or more and canals.

Project No.	Key No.	Station	Date
Project Title		Local Name	
Location		County	
Roadway Identification			
Crossing <input type="checkbox"/> Creek <input type="checkbox"/> River <input type="checkbox"/> Canal		A Tributary Of	

HYDROLOGIC DATA		
Hydrology Methods Used to Determine Design Flows <input type="checkbox"/> USGS Website <input type="checkbox"/> Flood Insurance Study <input type="checkbox"/> USGS Regression Equations <input type="checkbox"/> Other (Describe)		
Description of Watershed		
Drainage Basin Area <input type="checkbox"/> mi ² (km ²) <input type="checkbox"/> acres (m ²)	Community Name	
Flood Insurance Rate Map (FIRM) Panel No.*	Regulatory Floodway <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Floodway Map Panel No.*

*Attach 8 1/2" x 11" copy of map panel at the structure location.

STREAM DATA			
<input type="checkbox"/> Natural Stream <input type="checkbox"/> Canal	Months Dry, If Any	Streambed Elevation of Structure	Streambed Slope (ft/ft)
Stream Carries an Appreciable Amount of Ice <input type="checkbox"/> Yes <input type="checkbox"/> No	Ice Thickness in (mm)	Stream Carries an Appreciable Amount of Driftwood <input type="checkbox"/> Yes <input type="checkbox"/> No	
Character of Streambed <input type="checkbox"/> Stable <input type="checkbox"/> Agrading <input type="checkbox"/> Degrading <input type="checkbox"/> Headcutting		Describe Streambed	
Flow Controlled <input type="checkbox"/> Upstream <input type="checkbox"/> Downstream	If Controlled, Explain		

EXISTING STRUCTURE			
<input type="checkbox"/> Bridge <input type="checkbox"/> Culvert (Describe the Bridge or Culvert)			
General Condition			Year Constructed
Describe Any Existing Adverse Conditions			
Type of Bridge Piers <input type="checkbox"/> Spread Footings <input type="checkbox"/> Piles	Number of Piers	Bridge or Culvert Type	Structure Dimensions, Diameter, Etc.
Total Bridge Opening Area Normal to Channel ft ² (m ²)	Bridge Clearance Above Q_{50} High Water ft (m)	Velocity Through Structure fps (m/s)	
Existing Culvert Carried Flow Adequately <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Explain		

Distribution: Consultant – Signed Original to Project Development Engineer or Consultant Agreement Administrator
District – Signed Original to Hydraulics Engineer

No additional copies required

Hydraulics Structures Survey

DESIGN FLOW DATA			
Flood	Discharge	Water Surface Elevation	Velocity
Design [Q]*	cfs (m ³ /s)	ft (m)	fps (m/s)
Base [Q ₁₀₀]	cfs (m ³ /s)	ft (m)	fps (m/s)
Scour [Q ₅₀₀]	cfs (m ³ /s)	ft (m)	fps (m/s)
Canal Flow	cfs (m ³ /s)	ft (m)	fps (m/s)

*Use Q₅₀ for bridges and culverts 12 ft (3600mm) or more in width/diameter and for open bottom culverts. Use Q₂₅ for all other culverts.

PROPOSED BRIDGE		
Type	Ordinary High Water Elevation ft (m)	Number and Length of Spans
Skew Angle °	Calculated Riprap Size, D ₅₀ ft (m)	Bottom of Girder Elevation ft (m)
Flow Angle to Pier °	Calculated Contraction Scour Depth ft (m)	Q ₅₀ Water Surface Elevation ft (m)
Streambed Material Size, D ₅₀ in (mm)	Calculated Pier Scour Depth ft (m)	Q ₅₀ Freeboard ft (m)

PROPOSED CULVERT		
Type	Dimensions	Inlet Type
Culvert Flowing Under <input type="checkbox"/> Inlet Control <input type="checkbox"/> Outlet Control	Invert Inlet Elevation ft (m)	Outlet Elevation ft (m)
Outlet Protection Required <input type="checkbox"/> No <input type="checkbox"/> Yes	Tailwater Elevation ft (m)	Bottom of Gravel Course Elevation ft (m)
Channel Change <input type="checkbox"/> No <input type="checkbox"/> Yes	Tailwater Depth ft (m)	Calculated Headwater Elevation (HW) ft (m)
Energy Dissipater (If Yes, Describe) <input type="checkbox"/> No <input type="checkbox"/> Yes	Culvert Slope ft/ft	Bottom of Gravel Course Freeboard ft (m)
Riprap Required (If Yes, D ₅₀) <input type="checkbox"/> No <input type="checkbox"/> Yes	Finished Grade Elevation Centerline Roadway ft (m)	HW/D Ratio
Proposed Culvert Will Carry the Base Flood (Q ₁₀₀) Without Overtopping the Roadway <input type="checkbox"/> No <input type="checkbox"/> Yes		

In addition to the above information, submit and check each of the following that apply.

- A typical proposed roadway section at the structure.
- A 11" x 17" (279 mm x 432 mm) contour map of the structure site showing 1 foot (300 mm) contours.
- A centerline profile to the same scale as the contour map.
- A vicinity map, such as a county map, with the location of the structure clearly indicated.
- A streambed profile 500 to 1,000 feet (150 to 300 meters) above and below the structure.
- Riprap details (typical section, limits, size, toe embedment, etc.) for proposed locations.
- Photographs of the existing structure and channel upstream and downstream from the site.
- Channel change or canal lining details (typical section, plan and profile, and limits).
- Computations for scour based on Q_{sc} or canal flow. (Attach HEC-RAS contraction scour and, if applicable, pier scour report.)
- Hydraulic report. (See Design Manual for format.)
- Letter of approval from canal company or irrigation district.
- Floodplain Development Permit from the city/county if the structure is located in the 100-year floodplain.

Distribution: Consultant – Signed Original to Project Development Engineer or Consultant Agreement Administrator
 District – Signed Original to Hydraulics Engineer

No additional copies required

Hydraulics Structures Survey

Remarks/Sketches (Dimensions in Feet Meters)

Channel Cross Section at Upstream Face of Proposed Bridge (From HEC-RAS)

Prepared By	Title
Consultant's Signature and Seal	
Approved by Project Development Engineer or Consultant Agreement Administrator	
Approved by Hydraulics Engineer	Approved by Roadway Design Engineer

Distribution: Consultant – Signed Original to Project Development Engineer or Consultant Agreement Administrator
 District – Signed Original to Hydraulics Engineer

No additional copies required

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1 Evaluation Phase

1.1 Project Objective Statement

1.2 Business Case/Strategic Alignment/Performance Measure

1.3 Scope of Work (Attach Vicinity Sketch)

1.4 Environmental Considerations

Anticipated Environmental Document/Decision

- EE/Cat Ex EA/FONSI EIS/ROD

Narrative

1.5 Design Standards

Project Type						
Project Standards	<input type="checkbox"/> AASHTO	<input type="checkbox"/> 3R	<input type="checkbox"/> 1R	<input type="checkbox"/> State	<input type="checkbox"/> PM	<input type="checkbox"/> Other - _____
Pavement Type (Attach Typical Section)						
AASHTO Standard Width	3R Standard Width	State Standard Width	ITD Standard Width <i>*Corridor Plan</i>	Other Standard Width		
Design Data						
Proposed Design Vehicle	Design Year	Posted Speed	Design Speed			
Traffic ADT		Traffic DHV		Clear Zone		
Present	Future	Present	Future	Cut	Fill	
Accident History						
Accident Base Rate (ACC/MV)			Existing Accident Rate within Project Limits (ACC/MV)			
Spot Locations within Project Limits that exceed the Base Rate (list Milepost)						

1.6 Funding and Cost Summary

Source of Funding	Amount

Estimated Project Cost (in thousands)	FY __	Comments				
Development (PE, PC)						
Right-of-way (RW, LP)						
Utilities (UT)						
Construction (CE, CC, CN)						

1.7 Resource Plan (Attach Milestone/Major Task Schedule)

Project Design Services	
<input type="checkbox"/>	All design work anticipated to be accomplished in-house within project's District
<input type="checkbox"/>	All/Some design work anticipated to be accomplished by another District / Consultant
Narrative	

1.9 Project Organizational Chart

Project Sponsor
Project Owner

Project Manager

Stakeholders (Organization or Individual)	Interest or Involvement in Project

1.10 Exit Criteria

Exit Criteria	Complete	Comments
Project Charter – Evaluation Phase Complete	Y/N	
Project Included in STIP	Date	

1.11 Project Approvals

Evaluation Phase Completion Acceptance

Project Manager's Name (Printed)	Project Manager's Signature	Date
Project Owner's Name (Printed)	Project Owner's Signature	Date
Project Sponsor's Name (Printed)	Project Sponsor's Signature	Date

Once complete and approved, the Evaluation Phase Project Charter allows a project to be included in the Draft STIP. The Evaluation Phase Project Charter serves as Concept Approval for PM, 1R and 3R paving and minor widening projects. The completed Evaluation Phase Project Charter will be transferred to the Development Phase Project Manager for review and updating as necessary.

2 Development Phase

2.1 Project Objective Statement

2.2 Business Case/Strategic Alignment/Performance Measure

2.3 Scope of Work (Attach Vicinity Sketch)

2.4 Environmental Considerations

Need

Indicate the **primary** need below with **xx** and **other relevant items** with **+**

_____ Maintenance	_____ System Linkage	_____ Traffic Flow
_____ Deficient - structurally	_____ Safety	_____ Enhancement
_____ Deficient - standards	_____ Capacity	_____ Other _____

Major Environmental Deliverables

EE/Cat Ex EA/FONSI EIS/ROD

Cultural

- Field Survey and/or Test Investigations
- Archaeological & Historic Survey Report
- Determination of Adverse Effect Report
- Memorandum of Agreement
- Mitigation

Section 4F

- Section 4f Deminimus
- Section 4f Evaluation incl. Alternatives Analysis

Noise, Air Quality and HazMat

- Modeling
- Noise Report
- Barrier Analysis
- Air Quality Report
- Haz Mat Phase 1

Miscellaneous

- LWCF Recreation Areas/6(f) Lands Report
- Visual Impact Report
- Prime Farmland Report
- Environmental Justice Report
- FAA Airspace Intrusion

Wetlands/Stream Alteration

- Field Survey
- Wetland Report (Jurisdictional Determination)
- Delineation
- Permit Application
- Mitigation Plan
- Mitigation

Navigable Waters

- Navigable Waters Permit Application

Floodway/Floodplain

- Field Survey
- Floodplain Encroachment Report
- Floodplain Encroachment Permit App
- Floodway Encroachment Report
- Sole Source Aquifer Packet

Species And Habitat

- No Effect Report
- Biological Assessment
- Wildlife, Migratory Birds, Mag-Ste Fisheries

Stormwater

- Stormwater Pollution Prevention Plan

Environmental Narrative

2.5 Design Standards

Project Oversight Full Exempt

Design Exceptions

Standards Revised After Evaluation Phase Approval

2.6 Funding and Cost Summary

Source of Funding	Amount

Estimated Project Cost	FY ____	Comments				
Development (PE, PC)						
Right-of-way (RW, LP)						
Utilities (UT)						
Construction (CE, CC, CN)						

2.7 Resource Plan

Project Design Services	
<input type="checkbox"/>	All design work anticipated to be accomplished in-house within project's District

Project Design Services	
<input type="checkbox"/>	All/Some design work anticipated to be accomplished by another District <input type="checkbox"/> ITD 2760 – Request for District or Consultant Services completed and attached
<input type="checkbox"/>	All/Some design work anticipated to be accomplished by Consultant <input type="checkbox"/> ITD 2760 – Request for District or Consultant Services completed and attached
<input type="checkbox"/>	Project Schedule Complete and Loaded in Project Scheduling System
Narrative	

2.8 Project Constraints

Project Constraints refer to the critical factors that may impede or contribute to the success of a project.

Designate what priority is assigned to each of the following categories. Indicate only one "High" and one "Low" priority.

	Scope	Schedule	Budget
High			
Medium			
Low			
Narrative			

2.9 Project Organizational Chart

Project Sponsor

Project Owner

Project Manager

Project Team Role and Name(s)	Responsibilities

Stakeholders (Organization or Individual)	Interest or Involvement in Project

2.10 Exit Criteria

Exit Criteria	Complete	Comments
Milestone Deliverables Completed on Schedule	Y/N	
PS&E Package Delivered	Date	
Contract Awarded	Date	
On Schedule (per approved)	Y/N	
On Budget (within 10 %)	Y/N	
Within Approved Scope	Y/N	

2.11 Project Approvals

Development Phase Completion Acceptance

Project Manager's Name (Printed)	Project Manager's Signature	Date
Project Owner's Name (Printed)	Project Owner's Signature	Date
Project Sponsor's Name (Printed)	Project Sponsor's Signature	Date

The completed Development Phase Project Charter will be transferred to the Implementation Phase Project Manager for review and updating as necessary.

3 Implementation Phase

3.1 Project Objective Statement

3.2 Business Case/Strategic Alignment/Performance Measure

3.3 Scope of Work (Attach Vicinity Sketch)

3.8 Project Constraints

Project Constraints refer to the critical factors that may impede or contribute to the success of a project. Designate what priority is assigned to each of the following categories. Indicate only one "High" and one "Low" priority.

	Scope	Schedule	Budget
High			
Medium			
Low			

Narrative

3.9 Project Organizational Chart

Project Sponsor

Project Owner

Project Manager

Project Team Role and Name(s)	Responsibilities

Stakeholders (Organization or Individual)	Interest or Involvement in Project

3.10 Exit Criteria

Exit Criteria	Complete (Y/N)	Comments
Milestone Deliverables Completed on Schedule		
Objective Met or Underway		
On Schedule		
On Budget (Within 105%)		
Within Scope		

3.11 Project Approvals

Implementation Phase Completion Acceptance

Project Manager's Name (Printed)	Project Manager's Signature	Date
Project Owner's Name (Printed)	Project Owner's Signature	Date
Project Sponsor's Name (Printed)	Project Sponsor's Signature	Date

The completed Implementation Phase Project Charter will summarize the life of the Project and can be used during the project closeout process.

Crossing Evaluation Report



DOT No.	Rank	Street/Road Name	City	County	Priority Index	Review Date
---------	------	------------------	------	--------	----------------	-------------

Diagnostic Review

Diagnostic Team

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Can two or more trains occupy crossing at the same time? Yes No

Can one train block the view of another train at the crossing? Yes No

Crossing Surface

Track No.	Track Type	Rail Weight	Surface Width	Surface Material

Existing Roadway Data

Agency having jurisdiction:

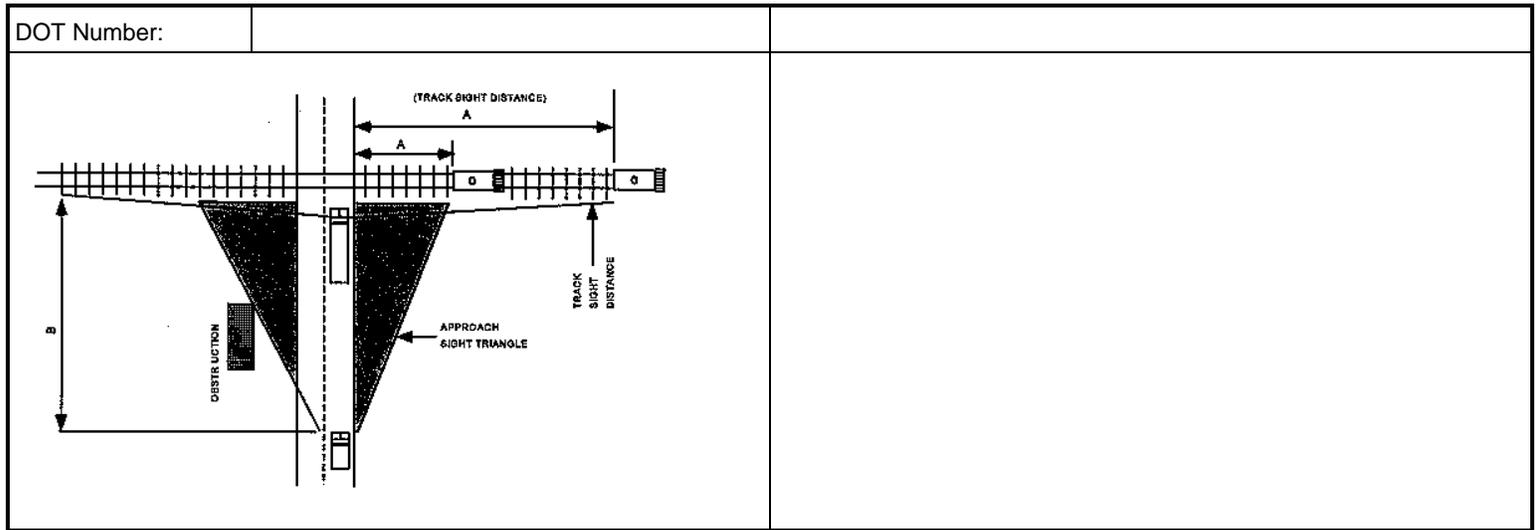
Shoulders	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Bus Operation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Roadway Width
Sidewalk	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hazardous Material	<input type="checkbox"/> Yes <input type="checkbox"/> No	Roadway Condition
Pedestrians	<input type="checkbox"/> Yes <input type="checkbox"/> No	Curb and Gutter	<input type="checkbox"/> Yes <input type="checkbox"/> No	Roadway Surface

Five-Year Accident Data

Date	Fatality	Injury	Property Damage Only
Totals			

Adjacent Crossing (Only If Closure Proposed)

DOT Number:	Street/Road Name	Warning Device	AADT



Distance (d_T) Along Railroad from Crossing (feet)

Vehicle Speed (mph) →	0	10	20	30	40	50	60	70
10	240	145	105	100	105	115	125	135
20	480	290	210	200	210	225	245	270
30	720	435	310	300	310	340	370	405
40	960	580	415	395	415	450	490	540
50	1200	725	520	495	520	565	615	675
60	1440	870	620	595	620	675	735	810
70	1680	1015	725	690	725	790	860	940
80	1920	1160	830	790	830	900	980	1075

Distance (d_H) Along Highway From Crossing "B" (feet)

NA	70	135	225	340	490	660	865
----	----	-----	-----	-----	-----	-----	-----

Note: All calculated distances are rounded up to next higher 5-foot increments.

Sight Distance				Stopped Vehicle Sight Distance			
Maximum Train Speed	mph	Required Distance "A"	ft	Posted Highway Speed	mph	Required Distance "B"	ft

Northwest Quadrant
Sight Obstruction:
Actual Distance:
"B" = ft

Northeast Quadrant
Sight Obstruction:
Actual Distance:
"B" = ft

Southwest Quadrant
Sight Obstruction:
Actual Distance:
"B" = ft

Southeast Quadrant
Sight Obstruction:
Actual Distance:
"B" = ft

Proposed Cost Apportionment (Funding Ratio)								
Type of Improvement	Yes	No	Proposed Funding					Work to be Performed By
			Federal	State	Local	Railroad	Other	
Site Improvement	<input type="checkbox"/>	<input type="checkbox"/>						
Crossing Surface	<input type="checkbox"/>	<input type="checkbox"/>						Railroad Company
Crossing Signals	<input type="checkbox"/>	<input type="checkbox"/>						Railroad Company
Crossing Closure	<input type="checkbox"/>	<input type="checkbox"/>						
Illumination	<input type="checkbox"/>	<input type="checkbox"/>						
Roadway Approaches	<input type="checkbox"/>	<input type="checkbox"/>						
Traffic Signal	<input type="checkbox"/>	<input type="checkbox"/>						
Preliminary Engineering	<input type="checkbox"/>	<input type="checkbox"/>						

Comments

DOT Number:

Recommendations

Are improvements to the crossing recommended? Yes No

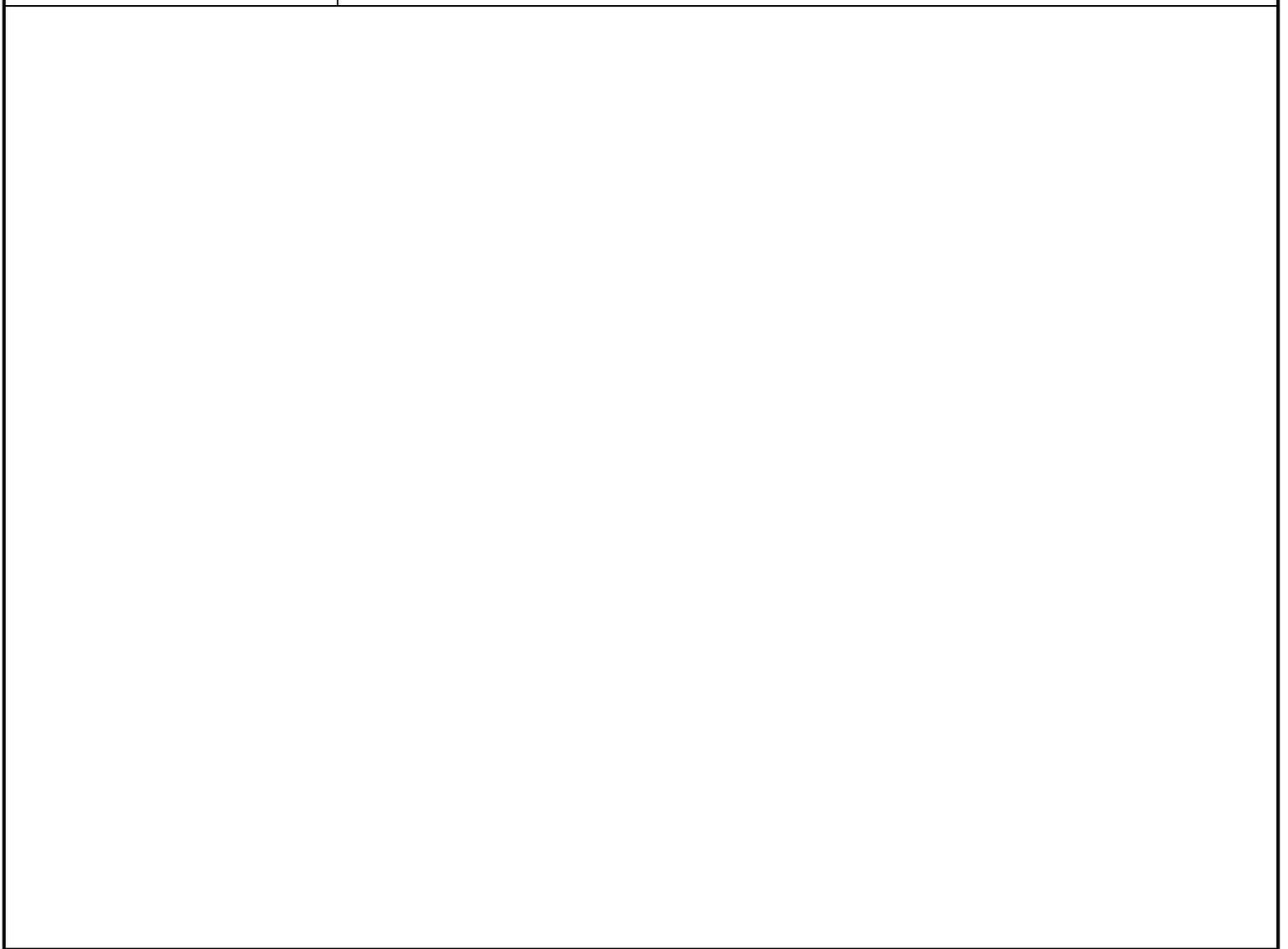
If no, explain:

Type of Improvement	Yes	No	Describe
Site Improvement	<input type="checkbox"/>	<input type="checkbox"/>	
Crossing Surface	<input type="checkbox"/>	<input type="checkbox"/>	
Signals and Detection	<input type="checkbox"/>	<input type="checkbox"/>	
Crossing Closure	<input type="checkbox"/>	<input type="checkbox"/>	
Illumination	<input type="checkbox"/>	<input type="checkbox"/>	
Roadway Approaches	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Signals	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

If yes, what improvements?

DOT Number:

Site Photos

A large, empty rectangular box with a black border, intended for site photos. It occupies the majority of the page's vertical space below the header.



Current Access Purchase Determination

Idaho Transportation Department

ITD 0606 (Rev. 03-13)
itd.idaho.gov

1. Complete all blanks as indicated.
2. Refer to "Right-of-Way Memo: Access Control, Board Policy 4005, and IDAPA Rule 39.03.42" for further information.
3. Indicate the units under "Limits" as either Milepost (MP) or Station (Sta.)
4. Provide justification for the proposed limits of Access Purchase. Attach Traffic Impact Study as needed.
5. Attach an 8 1/2" x 11" Vicinity Map showing the limits of purchased access if the limits are not readily understood (e.g., an interchange or major intersection).
6. Complete the ITD 0606 and send a copy to Headquarters Right-of-Way in concurrence with the Right-of-Way plans.

Key Number	Project Number	Location				District
Route Number	Highway Access Type (see IDAPA 39.03.42)	Design Year	ADT	DHV	Design Speed	

Access Purchased

Limits	Justification for Purchase

Remarks

Recommended By

District Traffic Engineer	Date
District R/W Property Mgr	Date
District PDE	Date

Approved By

District Engineer	Date
-------------------	------

Distribution: Original - District Project File

Copies - HQ ROW HQ Traffic DCM

Types of Access Spacing

Effective December 12, 2012, the Idaho Board approved [Board Policy 4005](#) - Management of Department-Owned Property, which incorporated the recently revised [IDAPA Rule 39.03.42](#) - Rules Governing Right-of-Way Encroachments on State Rights-of-Way.

Under the revised [IDAPA Rule 39.03.42](#), all routes on the State Highway System are classified into one of six tiers; Interstate, Freeway, Expressway, Statewide, Regional, and District. Segments of highway are further classified according to whether they are rural, transitional, urban high-speed, or urban low-speed. A map of these classifications is attached to this memo and is available at: [September 2012 Access Map](#).

Any existing access removed during a highway project shall be documented on the right-of-way documents and the "As Constructed" plans.

To maintain system capacity, safety and efficiency, maximize signal progression, and minimize delays to the traveling public, all approaches and signals shall be spaced in accordance with ITD standards. Variances to the spacing standards shall be handled as follows (from IDAPA 39.03.42):

The District Engineer shall have the authority to approve a decrease in the minimum access spacing distances set forth in Table 1, provided that the basis for any exception is justified and documented. The basis for the exception may include overriding economic opportunity considerations. For any exception that would result in a decrease in access spacing of more than ten percent (10%) of the distances set forth in Table 1, a Traffic Impact Study will be required in order to determine whether auxiliary lanes or other appropriate mitigation must be included in the permit's conditions. (10-1-12)T

A copy of this required documentation shall be available in the Project File.

Idaho Administrative Code	IDAPA 39.03.42 - Rules Governing Highway Right-of-Way
Idaho Transportation Department	Encroachments on State Rights-of-Way

Table 1 – Access Spacing*

Highway Type	Area Type	Signalized Road Spacing	Public Road Spacing (A)	Driveway Distance Upstream from Public Road Intersection (B)	Driveway Distance Downstream from Unsignalized Public Road Intersection (C)	Distance Between Unsignalized Accesses Other Than Public Roads (D)
Interstate	All	Accessible only by interchanges (ramps) and requires approval by the Board and Federal Highway Administration				
Freeway	All	Accessible only by interchanges (ramps)				
Expressway	All	Accessible only at locations specified by the Department				
Statewide Route	Rural	5,280 ft.	5,280 ft.	1,000 ft.	650 ft.	650 ft.
	Transitional	5,280 ft.	2,640 ft.	760 ft.	500 ft.	500 ft.
	Urban >35 mph	2,640 ft.	1,320 ft.	790 ft.	500 ft.	500 ft.
	Urban <35 mph	2,640 ft.	1,320 ft.	790 ft.	250 ft.**	250 ft.**
Regional Route	Rural	5,280 ft.	2,640 ft.	1,000 ft.	650 ft.	650 ft.
	Transitional	2,640 ft.	1,320 ft.	690 ft.	360 ft.**	360 ft.**
	Urban >35 mph	2,640 ft.	660 ft.	660 ft.	360 ft.**	360 ft.**
	Urban <35 mph	2,640 ft.	660 ft.	660 ft.	250 ft.**	250 ft.**
District Route	Rural	2,640 ft.	1,320 ft.	760 ft.	500 ft.	500 ft.
	Transitional	2,640 ft.	660 ft.	660 ft.	360 ft.**	360 ft.**
	Urban >35 mph	1,320 ft.	660 ft.	660 ft.	360 ft.**	360 ft.**
	Urban <35 mph	1,320 ft.	660 ft.	660 ft.	250 ft.**	250 ft.**

*Distances in table are minimums based on optimal operational and safety conditions such as adequate sight distance and level grade. Definitions of spacing designated by (A), (B), (C), and (D) are represented on Figure 1.

**Where the public road intersection or private access intersection is signalized, the distances in the table are for driveways restricted to right-in/right-out movements only. For unrestricted driveways the minimum distance shall be 500 feet from a signalized intersection.

Hazardous Material (HM) Administrative Review



Complete all sections. Attach additional sheets and/or maps as needed to provide information pertinent to the proposed project.

Key Number	Project Number	District
Project Name/Location		

Mark features involved in this project

<input type="checkbox"/> New R/W	<input type="checkbox"/> Subsurface utility relocation
<input type="checkbox"/> Excavation	<input type="checkbox"/> Structures (buildings, bridges, etc.)
<input type="checkbox"/> Railroad involvement	<input type="checkbox"/> Other (list):

Contacts (Contact each of the following and provide information below)

	Contact Name	Date	Summary
EPA			
DEQ			
Health Dept.			

Review of Published Lists (Review all lists. Check off as they are reviewed and note findings in right hand column)

<input type="checkbox"/> NPL	
<input type="checkbox"/> CERCLIS	
<input type="checkbox"/> CERCLIS/NFRAP	
<input type="checkbox"/> RCRA Corrective Actions	
<input type="checkbox"/> RCRA TSD	
<input type="checkbox"/> RCRA Generators	
<input type="checkbox"/> ERNS	
<input type="checkbox"/> SWLF	
<input type="checkbox"/> LUST	
<input type="checkbox"/> UST	

Windshield Survey (List and comment on suspect land uses/operations identified.)

Person(s) Performing Survey	Survey Date
Results	

HM conclusion (No evidence or low probability of encountering HM; evidence of probable HM (Phase I), warrants more detailed assessment/sampling/testing (Phase II); site will be avoided without further analysis, etc.)

HM Review Conducted By (Print Name)	Company
Signature	Date

Environmental Evaluation



Key Number		Project Number			Program	Project Name			Date
District	City/County			Route Number		Beginning Milepost	Ending Milepost	Program Year	
Acres of New Public R/W		Acres of New Private R/W		(Discuss the existing use of R/W to be acquired, plus adjacent land use, zoning, development plans, etc. on attached Environmental Summary Sheet)					
Tribal Impact <input type="checkbox"/> Cultural <input type="checkbox"/> Archeological <input type="checkbox"/> Reservation <input type="checkbox"/> None					Public Interest Expected? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Air Quality <input type="checkbox"/> Attainment Area <input type="checkbox"/> Non-Attainment Area <input type="checkbox"/> CO <input type="checkbox"/> PM <input type="checkbox"/> Exempt Project <input type="checkbox"/> Yes <input type="checkbox"/> No									
Type One Project (i.e., New Location, Substantial Alignment Change, Addition of a Through-Traffic Lane)								<input type="checkbox"/> Yes <input type="checkbox"/> No	
Construction Impacts Requiring Special Provisions (Enter Details on Reverse Side)								<input type="checkbox"/> Yes <input type="checkbox"/> No	
Program Year					Design Year				
ADT	DHV	% Trucks	Posted Speed		ADT	DHV	% Trucks	Posted Speed	
Distance of Nearest Noise Receptor to Centerline									
Existing					Proposed				

Project Purpose and Benefits

Double mark (xx) only the item that best describes the Primary Reason for Proposing this Project

Single mark (x) all Other Relevant Items

- | | |
|--|--|
| <p><input type="checkbox"/> Maintain/Improve User Operating Conditions</p> <p><input type="checkbox"/> Maintain/Improve Traffic Flow</p> <p><input type="checkbox"/> Time Savings</p> <p><input type="checkbox"/> Increase Capacity</p> <p><input type="checkbox"/> Reduce Congestion</p> <p><input type="checkbox"/> Reduce Hazard(s)</p> <p><input type="checkbox"/> Reduce Highway User Operating Costs</p> <p><input type="checkbox"/> Other, List (e.g., Driver Convenience and Comfort regarding Rest Area Projects)</p> | <p><input type="checkbox"/> Enhance Accessibility for the Disabled/Safety</p> <p><input type="checkbox"/> Enhance Pedestrian Safety and/or Capacity</p> <p><input type="checkbox"/> Enhance Bicycle Safety and/or Capacity</p> <p><input type="checkbox"/> Traffic Composition Enhancement (e.g., Truck Route, HOV Lane, Climbing Lane)</p> <p><input type="checkbox"/> Visual/Cultural Enhancement (e.g., Landscaping, Historic Preservation)</p> <p><input type="checkbox"/> Environmental Enhancement (e.g., Air Quality, Noise Attenuation, Water Quality)</p> <p><input type="checkbox"/> Economic Prudence (e.g., Repair Less Expensive than Replacement, B/C Ratio)</p> |
|--|--|

Check Any of the Following That Require Avoidance, Minimization, or Discussion (If Yes, describe in the Environmental Document or CE)

- | | Yes | No | | Yes | No |
|---|--------------------------|--------------------------|--|--------------------------|--------------------------|
| 1. Noise Criteria Impacts* | <input type="checkbox"/> | <input type="checkbox"/> | 17. Threatened/Endangered Species* | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Change in Access or Access Control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Listed <input type="checkbox"/> Proposed | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Change in Travel Patterns | <input type="checkbox"/> | <input type="checkbox"/> | 18. Air Quality Impacts | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Neighborhood or Service Impacts | <input type="checkbox"/> | <input type="checkbox"/> | 19. Inconsistent With Air Quality Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Economic Disruption | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> SIP <input type="checkbox"/> TIP | | |
| 6. Inconsistent W/Local or State Planning | <input type="checkbox"/> | <input type="checkbox"/> | 20. Stream Alteration/Encroachment** | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Minorities, Low Income Populations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> IWDR <input type="checkbox"/> F&G <input type="checkbox"/> COE (404) | | |
| 8. Displacements* | <input type="checkbox"/> | <input type="checkbox"/> | 21. Flood Plain Encroachment* | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Section 4(f) Lands-DOT Act 1966*
(i.e., Public Parks/Rec Areas/Trails,
Wildlife/Waterfowl Refuges, Wild or
Scenic Rivers, Historic Sites/Bridges,
Archaeological Resources | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Longitudinal <input type="checkbox"/> Traverse | | |
| 10. LWCF Recreation Areas/6(f) Lands* | <input type="checkbox"/> | <input type="checkbox"/> | 22. Regulatory Floodway | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Section 106-Nat. Hist. Preserv. Act* | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> PE Cert. & FEMA Approval <input type="checkbox"/> Revision | | |
| 12. FAA Airspace Intrusion** | <input type="checkbox"/> | <input type="checkbox"/> | 23. Navigable Waters** | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Visual Impacts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> CG (Sec 9) <input type="checkbox"/> COE (Sec 10) <input type="checkbox"/> Dept. Lands | | |
| 14. Prime Farmland*, Parcel Splits | <input type="checkbox"/> | <input type="checkbox"/> | 24. Wetlands* | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Known/Suspected "Hazmat" Risks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Jurisdictional** (404) <input type="checkbox"/> Non-Jurisdictional | | |
| 16. Wildlife/Fish Resources/Habitat** | <input type="checkbox"/> | <input type="checkbox"/> | 25. Sole Source Aquifer | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> Exempt Project <input type="checkbox"/> Non-Exempt** | | |
| | | | 26. Water Quality, Runoff Impacts | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | 27. NPDES-General Permit | <input type="checkbox"/> | <input type="checkbox"/> |

(If no, complete sediment-erosion control plan)

*If yes to these items, supplemental reports or documentation are required (e.g., Relocation Report; Wetlands Determination/Finding; Fish and Wildlife Species List Update; SCS Form AD-1006, *Biological Assessment*, etc.)

**If yes to these items, a letter of input is required from the appropriate agency.

Recommendation

A. The project does not individually or cumulatively have a significant adverse effect on the human environment
(Categorical Exclusion) 23 CFR 771.117(c), i.e., Special and Programmatic
 23 CFR 771.117(d), i.e., FHWA Approval

B. There is insufficient information to support A above or no precedent exists. (Environmental Assessment)

C. The project will result in a significant effect on the human environment. (Environmental Impact Statement)

Prepared By (Consultant, District Environmental Planner, or LHTAC Signature*)	Date
Reviewed By (District Environmental Planner, Project Development Engineer, or LHTAC Signature*)	Date

***One Signature by a Planner and one by Engineer or Consultant**

Construction Impacts Requiring Special Provisions

Project Description (if not attached)

Proposed Design Exceptions (Describe and Justify all Design Exceptions to the AASHTO Green Book and ITD Standards)

Project Quality Evaluation

Idaho Transportation Department



This form must be completed by the Resident/Regional Engineer for all consultant designed projects upon final inspection. Distribute the completed form as shown below.

Dist	Project Number	Location	Agreement Number	Consultant
Date	Work Description			Resident/Regional Engineer

Overall Assessment Rating: 3 - Exceeds Satisfactory 2 - Satisfactory 1 - Unsatisfactory

Design Elements Rated	Rating
Field Survey - Consultant provided accurate elevations and line and grade control, including construction staking if applicable, prior to construction	_____
Foundation Investigation - Subsurface information reasonably reflected conditions in the field	_____
Errors and Omissions - Not numerous, serious, or costly	_____
Design Elements - All work described; easy to read and interpret with sufficient detail; constructed as designed; well coordinated among the elements	
Rating	Rating
Contract Time Determination _____	Roadway Plans and Profiles
Contractor's Notes	Staging/Phasing Plans
Special Provisions	Irrigation Drainage
SWPP	Roadway, Bridge and Pipe Summaries
Environmental Permits	Major Structures
Bid Schedule	Temporary Traffic Control Plans
Utilities/Railroad	Permanent Traffic Control Plans
Right of Way Plans	Signals
Typical Sections	Illumination
	Total Score _____
	Average Rating _____

Comments - Explain any elements that are unsatisfactory; Use additional sheets as necessary

Resident/Regional Engineer Signature	Date	Project Development Engineer Signature	Date
--------------------------------------	------	--	------

Project Cost Summary Sheet



Round Estimates to Nearest \$1,000

Key Number	Project Number	Date
Location		District
Segment Code	Begin Mile Post	End Mile Post
Length in Miles		

	Previous ITD 1150	Initial or Revise
1. Preliminary Engineering		
2. Right-of-Way: Number of Parcels Number of Relocations		
3. Utility Adjustments: <input type="checkbox"/> Work <input type="checkbox"/> Materials <input type="checkbox"/> By State <input type="checkbox"/> By Others		
4. Earthwork		
5. Drainage and Minor Structures		
6. Pavement and Base		
7. Railroad Crossing: Grade/Separation Structure _____ At-Grade Signals <input type="checkbox"/> Yes <input type="checkbox"/> No		
8. Bridges/Grade Separation Structures: <input type="checkbox"/> New Structure Location _____ Length/Width _____ <input type="checkbox"/> Repair/Widening/Rehabilitation Location _____ Length/Width _____		
9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals)		
10. Construction Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)		
11. Detours		
12. Landscaping		
13. Mitigation Measures		
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S. Items)		
15. Cost of Constructions (Items 3 through 14)		
16. Mobilization % of Item 15		
17. Construction Engineer and Contingencies % of Items 15 and 16		
18. Total Construction Cost (15 + 16 + 17)		
19. Total Project Cost (1 + 2 + 18)		
20. Project Cost Per Mile		

Prepared By:

PROJECT PROGRAM ENTRY OR REVISION

ITD Board
Approved _____



Date:	4/15/2004	Highway No.		FA Route No.		District	1	Key #	0002
-------	-----------	-------------	--	--------------	--	----------	---	-------	------

PREVIOUSLY APPROVED Amounts in thousands of dollars (\$000)

Fiscal Year		Project No.		Project Name					
Segment Code		No. Lanes		Length		Cost/Lane-Mile		Functnl Class	
Beg. km/MP		End km/MP		Type Work					
Subclasses									
Lifetime Totals	PE	PECnst	RW	Util	CE	Const	Total		

REQUESTED REVISION Amounts in thousands of dollars (\$000)

Only Changes to Above are Shown Below

Fiscal Year		Project No.		Project Name					
Segment Code		No. Lanes		Length	0	Cost/Lane-Mile	#Error	Functnl Class	00
Beg. km/MP	0.000	End km/MP	0.000	Type Work	0 -				
Subclasses									
Lifetime Totals	PE 0	PECnst 0	RW 0	Util 0	CE 0	Const 0	Total 0		

This document is provided as an example only.

To submit a real 1414, please use the Project Tracking application.

Budget Code		Bridge#		RR Crossing		National Forest		
Reservation		Public Lands						
Companions				Sponsor	2900000044 - STATE OF IDAHO (ITD)			(M) <input type="checkbox"/> (R) <input type="checkbox"/> (G) <input type="checkbox"/>
County (1-5)	00 -	100%	00 -	0%	00 -	0%	00 -	0%

HP Comment								
Est. prepared by		Date		Recommended for approval		Date		
Signature, Highway Programming Manager	Signature, Assistant Chief Engineer, Development			Signature, Chief Engineer				
Date	<input type="checkbox"/> Not Approved	Date	<input type="checkbox"/> Not Approved	Date	<input type="checkbox"/> Not Approved			

Route to: District __, Roadway Design (2) __, Environmental __, Financial Services __,
 Bridge Design __, Bridge Inspection __, Right of Way __, Public Transportation Div __, Planning Div __, LHTAC __

Determination Of Significance And Effect

Idaho Transportation Department – State or Tribal Historic Preservation Office



Key Number	Project Number	Project Title	
District	County	Township/Range/Section	
Clearance Authorized Without Survey <input type="checkbox"/> PA <input type="checkbox"/> ER <input type="checkbox"/> Review			Field Notes

Determination of Eligibility

	Site Numbers	Comments
<input type="checkbox"/> No Sites		
<input type="checkbox"/> Not Eligible		
<input type="checkbox"/> Eligible		

Determination of Effect

	Rationale	Sites/Comments
<input type="checkbox"/> No Historic Properties Affected	<input type="checkbox"/> They are outside the project area	
	<input type="checkbox"/> They are outside impact zones	
	<input type="checkbox"/> Final project plans will avoid them	
	<input type="checkbox"/> NR character will not be changed	
<input type="checkbox"/> No Adverse Effect to Historic Properties	Sites will be affected (See Comments section below or attached explanation)	
<input type="checkbox"/> Adverse Effect to Historic Properties	Sites will be affected (See Comments section below or attached explanation)	
Comments:		
<input type="checkbox"/> Project will be monitored during construction due to the potential for cultural resources		
Highway Archeologist's Signature		Date

SHPO or THPO 106 Comment: I have reviewed the documentation and recommendations provided by ITD and

<input type="checkbox"/>	I agree with the above determination of eligibility and effect and with the conditions of compliance.
<input type="checkbox"/>	I agree with the above determinations of eligibility and effect given stipulations explained below or in the attached letter.
<input type="checkbox"/>	I disagree with the above determinations of eligibility and effect as explained below or in the attached letter.
State or Tribal Historic Preservation Officer's Signature	
Date	

Determination Of Significance And Effect

Idaho Transportation Department – State or Tribal Historic Preservation Office



SHPO or THPO 4(f) *De minimis* Comment (applies only when a determination of effect results in a *No Historic Properties Affected* or *No Adverse Effect* determination under Section 106):

De minimis impacts related to historic sites are defined as the determination of either “no adverse effect” or “no historic properties affected” in compliance with Section 106 of the National Historic Preservation Act (NHPA).

I understand that the FHWA Division Administrator or FTA Regional Administrator may make a *de minimis* impact finding for one or more Section 4(f) resources based on Section 106 findings in this document.

State or Tribal Historic Preservation Officer's Signature

Date

Local Public Agency's Certificate Of Completion Of Right-Of-Way Activities



Local Public Agency	Project No.
Project Name	Key No.

PART A

The proposed construction project did not require the acquisition of additional real property rights.

- Check here if Part A pertains, then skip to Part C below and complete date and signature area of form.
(If Part A is not applicable, please complete Parts B and C below.)

PART B

The proposed construction project required the acquisition of additional real property rights. There were _____ ownerships involved and _____ relocations of persons as a result of said acquisitions.

I hereby certify that all acquisitions and relocations, if any, were performed in accordance with our assurances to comply with state and federal laws and regulations related to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments thereto.

It is further certified that in all cases where the real property rights were obtained through donation, that the property owner(s) was fully informed of the right to receive just compensation and the owner has released our agency from its obligation to appraise the property in the event that the estimated value may exceed \$2,500.00.

PART C

- Check here if there is no utility involvement on this project.
- Check here if arrangements have been made to coordinate the relocation of any/all utility facilities.

Date	Agency
Attest (Clerk or Secretary)	Chairman's, President's or Mayor's Signature



PROJECT AUTHORIZATION AND AGREEMENT

KEY	8316	WA	T021550	Project Number	CM-0900(121)	Original	Modification	X			
				Urbanized	U	STD Code	72100 C	Hwy Type	L	System	Z
District:	1	Budget Code	623190	Location	OFFSYS, LINCOLN AVE, SANDPOINT						
Auth. Yr.	2003	Inventory Route No.	OFFSYS0	Beg MP	000.000	End MP	000.000	Length	0.000M		
County	(017)BONNER-100%										
SF Cost Effective		Cong. District	1	FHWA Oversight	A	RW Date		Env Date		Env Type	
Indian Res.		Public Land		Forest Hwy							
Appr. Code	Calc	Total Est. Cost	Federal Share	State Share	Other Share	Total This Issue	Fed Aid This Issue				
Q400	90.00	90.00	43,000.00	38,700.00	0.00	4,300.00	24,000.00	21,600.00			
			43,000.00	38,700.00	0.00	4,300.00	24,000.00	21,600.00			

Type Code	G	Type of Work	ENVIRONMENTAL PRESERVATION				Rule A	Rule E	
Fct.	Date	ImpTyp	Description				App.	Participating	Non-Part.
PC	11-07-01	15	Contract Work				Q400	43,000.00	0.00

Remarks: This project is being revised to increase total cost by \$24,000.00 (FA-\$21,600.00) from Q40 funds to cover additional PC.
 Offset is from decreased CE on this project

Fund	Federal Aid Limit
CMAQ (L)	319,600
Other Name	
SANDPOINT	

Prepared By/Date	Approved By/Date	RD Reviewed By/Date	HP Reviewed By/Date
Don Davis 10/8/2002	Jim Roletto 10/8/2002	Dee Moffat 10/10/2002	ne 10/10/2002

Federal Projects: The State stipulates that (1) it accept and will comply with the agreement provisions set forth in 23 CFR 630.307, and (2) the signature below constitutes the making of the certifications set forth in 23 CFR 630.307.

Local Public Agency Project Monthly Right-Of-Way Status Report



Complete and Return to Idaho Transportation Department

Local Sponsor	Project No.	Key No.
Project Name	Work Authority No.	
R/W Dollars Programmed	Construction Year Scheduled	

Submission of Monthly Status Report Commences After Completion of Item 5

1. State and Local Agreement Date	6. Environmental Approval Date
2. Total Number of Parcels on Project	7. Right-of-Way Funding Approval Date
3. Total Number of Relocations on Project	8. Local Right-of-Way Certification (ITD 1983) Date
4. Anticipated Number of Donations	9. Close-Out Project Review Completed Date
5. Right-of-Way Plans Approval Date	10. Reimbursement Requested Date

Individual Parcel Status

Parcel Number	Appraisal		Appraisal Review		Formal Offer		Acquisition	
	Date	Amount	Date	Amount	Date	Amount	Date	Amount

Information or action required in order to avoid delays: _____

Monthly Report Submitted Either by the Local Public Agency or Consultant

Status Report Submitted By	Title	Date
----------------------------	-------	------

Report Review

Local Project Coordinator's Signature	Date	ITD District R/W Supervisor's Signature	Date
---------------------------------------	------	---	------

Note: Right-of-Way Status Reporting is Required for any Local Public Agency Project

Reporting Path: Local Sponsor → Local Project Coordinator → District R/W Supervisor

Proposed Milepost Changes



See Design Manual Sections 400 and 800; See Traffic Manual Section 185

See page 2 for Instructions

To Transportation Planning Section		Date	
From		By	
Project Number	Key	Location (Attach Vicinity Map)	Proposed Const. Yr.

Reason for Change

<input type="checkbox"/> New Route	Route	
<input type="checkbox"/> Relocation	Milepost	to
<input type="checkbox"/> Reconstruction/Realignment	Segment Code	
<input type="checkbox"/>	Milepost	to
	Segment Code	

Note: If project traverses multiple segment codes, list Milepost and segment codes for each.

Description of Changes

Approved	Yes	No	Date	Signature
District __ Engineer	<input type="checkbox"/>	<input type="checkbox"/>		
Traffic Engineer	<input type="checkbox"/>	<input type="checkbox"/>		
Transportation Planning Mgr.	<input type="checkbox"/>	<input type="checkbox"/>		

No-Bid Request for Federal Aid Items of Work (Force Account), Continued

(b) Estimate cost, including work by contract, and indicate basis for estimate.

List reasons it is "in the public interest" to perform the above work by Force Account procedures

It is requested that the above work be performed by force account based on the cost effectiveness analysis and/or statement of public interest for an estimated total of \$ _____ federal funds.

Recommended By (District or Section)

Approved By (Roadway Design Engineer)

Local Federal-Aid Project Request



Instructions

- Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
- Attach a Vicinity Map showing the extent of the project limits.
- Attach an ITD 1150, Project Cost Summary Sheet.
- Signature of an appropriate local official is the only kind recognized.

Note: In Applying for a Federal-Aid Project, You are Agreeing to Follow all of the Federal Requirements Which Can Add Substantial Time and Costs to the Development of the Project.

Sponsor (City, County, Highway District, State/Federal Agency)			Date
Project Title (Name of Street or Road)	F.A. Route Number	Project Length	Bridge Length

Project Limits (Local Landmarks at Each End of the Project)

Character of Proposed Work (Mark Appropriate Items)

<input type="checkbox"/> Excavation	<input type="checkbox"/> Bicycle Facilities	<input type="checkbox"/> Utilities	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Drainage	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Seal Coat
<input type="checkbox"/> Base	<input type="checkbox"/> Bridge(s)	<input type="checkbox"/> Guardrail	<input type="checkbox"/> _____
<input type="checkbox"/> Bit. Surface	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Lighting	

Estimated Costs (Attach ITD 1150, Project Cost Summary Sheet)

Preliminary Engineering (ITD 1150, Line 1)	\$ _____
Right-of-Way (ITD 1150, Line 2)	\$ _____
Construction (ITD 1150, Line 18)	\$ _____

Preliminary Engineering By: Sponsor Forces Consultant

Checklist (Provide Names, Locations, and Type of Facilities)

Railroad Crossing	
Within 2 miles of an Airport	
Parks (City, County, State or Federal)	
Environmentally Sensitive Areas	
Federal Lands (Indian, BLM, etc.)	
Historical Sites	
Schools	
Other	

Additional Right-of-Way Required: None Minor (1-3 Parcels) Extensive (4 or More Parcels)

Will any Person or Business be Displaced: Yes No Possibly

Standards	Existing	Proposed	Standards	Existing	Proposed
Number of Lanes			Roadway Width (Shoulder to Shoulder)	ft	ft
Pavement Type			Right-of-Way Width	ft	ft

Sponsor's Signature	Title
---------------------	-------

Additional Information to be Furnished by the District

Functional Classification	Terrain Type	20	ADT/DHV
---------------------------	--------------	----	---------

FLOODWAY REVISION REQUIREMENT



Project No.		Station Limits	
Location			County
Roadway Identification			
<input type="checkbox"/> Crossing	<input type="checkbox"/> Adjacent to	<input type="checkbox"/> Creek	<input type="checkbox"/> River
Flood Plain Description			
Preferred Alternative			
Describe consistency of action with regulatory floodway:			
The enclosed analysis complies with Part 65.7, 44 CFR, Floodway Revisions (National Flood Insurance Program Regulations)			<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, the enclosed analysis complies with "Procedures for Coordinating Highway Encroachments of Flood Plains with F.E.M.A."			<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost of revision is estimated at:	\$		
Revision of regulatory floodway is acceptable to the following agencies:			
Signature Local Agency		Local Agency	Date
Signature F.E.M.A.*		Title	Date
*F.E.M.A. approval is required only for encroachment in a regulatory floodway.			

Request For Consultant Services



Send completed form to the Consultant Administration Unit of the Roadway Design Section for processing

Project Name		Key Number	Project Number	Fiscal Year	District
Local Sponsor (if applicable)		Local Sponsor Contact Name		Phone Number (208)	
Reason For Requesting Consultant Services <input type="checkbox"/> Special expertise required <input type="checkbox"/> Consultant services needed to meet project schedule			Project Type <input type="checkbox"/> ITD <input type="checkbox"/> Local State/Local Agreement Executed (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No Full Federal Oversight Project <input type="checkbox"/> Yes <input type="checkbox"/> No Utility/RR Coordination and/or Involvement Needed <input type="checkbox"/> Yes <input type="checkbox"/> No		
Estimated Time to Perform Services Months	Estimated Cost of Services \$	Estimated Construction Cost \$	Obligated/ Available Funding* \$	* If amount entered is \$0, in the Summary of Work Required section, please explain resources you're exploring to obtain funding.	
Provide Summary of Work Required					
Agreement Administrator				Phone Number (208)	
Requested by			Title	Date	

This part shall be completed by the Consultant Administration Unit of the Roadway Design Section

Type of Agreement Recommended		PATS Request Number
<input type="checkbox"/> 1. Services to be performed under an existing term agreement. <input type="checkbox"/> 2. Individual project solicitation and consultant selection. (Attach Selection Committee List) <input type="checkbox"/> 3. Local project less than \$250,000 <input type="checkbox"/> 4. Noncompetitive selection <input type="checkbox"/> a. The service is available only from a single source. <input type="checkbox"/> b. There is an emergency that will not permit the time necessary to conduct competitive negotiations. <input type="checkbox"/> c. After solicitation of a number of sources, competition is determined inadequate. <input type="checkbox"/> 5. Minor agreement procedures.		
Recommended Consultant For Items 1, 3, 4 or 5		Board Agenda Item Required <input type="checkbox"/> Yes <input type="checkbox"/> No
Coordinated by Consultant Administration Unit		Date
Concurrence (if applicable) by Environmental Manager		Date
Reviewed by Roadway Design Engineer		Date
Approved by Assistant Chief Engineer (Development)		Date

NPDES Storm Water Permit Project Checklist For Construction*



Project Number	Key Number	Work Authority
Location		

An NPDES Storm Water Discharge Permit is required for this project only if the answers to both questions below are yes.

Will there be 1 acre of ground disturbance on the project? (To determine the total acreage of ground that will be disturbed, use the Ground Disturbing Activities Checklist below to calculate the total acreage of disturbance on the project.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the project discharge storm water to waters of the U.S.? (See the reverse side for Definition of Waters of the U.S.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to the second question is no, provide a written explanation in the Comments section on the reverse side of this form as to why there will be no discharge.
 (If the project does not discharge off-site to waters of the U.S., an NPDES Storm Water Discharge Permit is not required.)

Ground Disturbing Activities Checklist		<u>Area Disturbed</u>
Clearing	This includes areas of vegetative removal, topsoil removal, (see Definition of Soil on reverse side), sideslope grading, shoulder construction, and fence installation, removal, or replacement.	_____
Grubbing	This includes both hand- and machine-removed vegetative materials such as roots and root balls.	_____
Grading	All areas disturbed by grading must be included.	_____
Excavation	Excavated areas are figured on the surface area of disturbance, including that disturbed by heavy equipment working in the area.	_____
Total Area		_____

*Construction does not include maintenance activities, such as ditch cleaning, shoulder reshaping, etc., unless there is new construction included as part of the maintenance project.

Definition of Waters of the U.S.

Waters of the U.S. essentially mean all lakes, rivers, streams (including intermittent streams), mud flats, sand flats, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, natural ponds, and irrigation canals that connect to any of the above, the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce.

Definition of Soil

EPA Region X gives the definition of soil as "any unconsolidated material that will pass through a 4.75 mm or smaller sieve."

Comments

Name

Date

Environmental Monitoring Report



→ See instructions on last 2 pages

Inspected By (Check all that apply) ITD Environmental Inspector 3rd Party Inspector WPCM Inspector

		Key Number		Date	
Project Name			Project Number		
District			Resident Engineer		Program (Work Authority)
Inspected By			IQP Number		
Inspection Date	Accompanied By		Last Inspection Date	No. of Days Since Last Inspection	Current SWPPP Date
Contractor					Inspection Number
Inspection Location					
Weather Conditions at Time of Inspection					Temperature
<input type="checkbox"/> Clear	<input type="checkbox"/> Cloudy	<input type="checkbox"/> Rain	<input type="checkbox"/> Sleet	<input type="checkbox"/> Fog	<input type="checkbox"/> Snowing
<input type="checkbox"/> Drifting	<input type="checkbox"/> High Winds				

Section I - NPDES Storm Water Permit Program Inspector's Report

Weather Information Since Last Inspection (For each storm event, include a best estimate of the beginning, duration, approximate precipitation, and whether discharges occurred):

General Site Conditions/Comments:

Project Area Discharge Points

Station Number	Description	Inspected	Observation
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	

*If No, explain in Project Areas Not Inspected field.

Action Item Number System – From paragraph 8.J. of the Consent Decree, the following lists of action items are identified using a two-part numbering system. The first number identifies the inspection number that first identified the action. The second number identifies the action from that inspection.

Location	Station Numbers or Location	Inspected
Limits of active construction		<input type="checkbox"/> Yes <input type="checkbox"/> No*
Site entrances		<input type="checkbox"/> Yes <input type="checkbox"/> No*
Storage areas / contractor yards		<input type="checkbox"/> Yes <input type="checkbox"/> No*
Onsite waste / borrow areas / topsoil		<input type="checkbox"/> Yes <input type="checkbox"/> No*
Offsite waste / borrow areas / topsoil		<input type="checkbox"/> Yes <input type="checkbox"/> No*
Potential discharge points		<input type="checkbox"/> Yes <input type="checkbox"/> No*

*If No, explain in Project Areas Not Inspected field.

New Action Items Noted During This Inspection

•

Action Items Fixed Since Last Project Inspection – Include dates and changes made to SWPPP

•

Action Items Not Fixed or Resolved Since Last Project Inspection – Include explanation

•

Priority Action Items Not Addressed for One Week or Longer

•

Project Areas Not Inspected – Include explanation

•

List Permit/Special Conditions (Completed by Environmental Section)

•

Other Special Conditions

•

Section II – Environmental Commitments Tracking

Mitigation Summary and Tracking – The following table is submitted to ensure that all mitigation measures addressed in the environmental evaluation for this project are implemented during project construction. Please verify that the following items are included in the project construction, so that commitments set forth under the environmental clearance of the project are met. (See Section I, Permit Conditions, for mitigation commitments required by permit.)

Mitigation Commitment	Completion Date:
Action Taken	
Mitigation Commitment	Completion Date:
Action Taken	
Mitigation Commitment	Completion Date:
Action Taken	

Check here if there were no observed incidents of noncompliance

Environmental or 3 rd Party Inspector's Name (Type or Print)	Position Title	
Inspector's Signature		Date Signed
WPCM Inspector's Name (Type or Print)	Position Title	
Inspector's Signature		Date Signed

Acknowledge Receipt – Must be signed by Prime Contractor or Duly Authorized Representative

Prime Contractor's Name (Type or Print)	Position Title	
Prime Contractor's Signature		Date Signed
If Disagree, Specify Reason(s)		

ITD Certification - Must be signed by District Engineer or Duly Authorized Representative

I certify that on the date of this inspection, this Project was found to be in compliance with the terms of its Storm Water Pollution Prevention Plan and the current Construction General Permit.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

District Engineer's Name (Type or Print)	Position Title	
District Engineer's Signature		Date Signed

For Third Party Inspections Only

Acknowledge Receipt – Must be signed by Resident Engineer, Environmental Inspector or Duly Authorized Representative

Name (Type or Print)	Position Title	
Signature		Date Signed

Distribution: Original – DE Copies – RE Asst. Dist. Eng. Dist. Env. HQ Env. Contractor

ITD Environmental Inspector: Inspection Procedures (Instruction Sheet for ITD-2802 Form)

The procedures shall be binding on all ITD personnel and all Contractors working for ITD on all projects. The inspection procedures shall follow the Construction General Permit requirements and include the following:

- Each Project needs to be inspected by a trained Environmental Inspector. Each Project needs to be inspected every seven days and within 24 hours after the conclusion of a 0.5 inch or greater rain event and every 24 hours during an extended rain event. (Recommend placing a rain gage on site.) Within 24 hours of each storm water inspection, ITD shall make the Contractor aware of any deficiencies found.
- A description of the weather since last inspection and a description of any discharges that occurred during the weather event.
- General site conditions should include an estimate of the amount of land currently opened up by construction. This includes areas of vegetative removal (both hand and machine removed vegetative materials), topsoil removal, side slope grading, shoulder construction, and fence installation, removal, or replacement. All areas disturbed by grading must be included. Excavated areas are figured on the surface area of disturbance, including those disturbed by heavy equipment working in the area. General site conditions should also include a current estimate of the amount of land that has been temporarily stabilized or has temporary sediment and erosion controls in place, as well as an estimate of the amount of land that has been permanently stabilized or has the permanent sediment and erosion controls in place.
- To comply with Paragraph 8.j. of the Consent Decree, fill out the table concerning: Limits of active construction, Site entrances, Storage areas/contractor yards, Onsite waste/borrow areas, Offsite waste/borrow areas and Potential discharge points. Record a description of each area and its station number or milepost. The items down the left column stay the same with each inspection, while the other two columns would be filled in each time by the inspector. Explain any areas listed but not inspected in the "Project Areas Not Inspected" box.
- Action items include the Location(s) by station (MP allowed if no stationing is available) of discharges of sediment or other pollutants from the site; of BMPs (Best Management Practices - structural pollution control measures) that need to be maintained; of BMPs that failed to operate as designed or proved inadequate for a particular location; and of where additional BMPs are needed that did not exist at the time of inspection. Include the corrective action required (including any changes to the SWPPP necessary) and implementation dates.
- Inspectors must note "NC" to distinguish "Non-compliance" action items from other actions items, when filling out the expandable boxes, starting at the top of page 2. Remember that not every action item will indicate non-compliance.
- Identify locations examined. Indicate where pollution control efforts are working successfully as well as where changes are needed, (measures not properly installed or maintained, or not effective for intended purpose). Record where and when you see a problem and how it was corrected. Move item to the appropriate comment box if it is corrected at a later time. Inspections need to include all areas, both on-site and off-site areas, disturbed by construction activity and areas used for storage of materials. Inspectors need to look for evidence of, or the potential for, pollutants entering the storm water conveyance system. Erosion and sedimentation control measures identified in the SWPPP need to be observed to ensure proper operation. Discharge locations need to be inspected to ascertain whether erosion control measures are effective in preventing impacts to waters of the United States. Locations where vehicles enter or exit the site need to be inspected for evidence of off-site sediment tracking.
- The Contractor shall sign the ITD 2802 form acknowledging that the contractor has been informed of the current conditions (in the event the Contractor refuses to sign, ITD shall note that refusal on the form);
- The Contractor and ITD shall correct all deficiencies identified during the inspection as soon as possible and **no later than five days** after the inspection **or prior to** the next rain event, whichever is sooner. The ITD inspector and the Contractor shall both sign in the appropriate signature boxes on ITD 2802 certifying that the corrective action has been satisfactorily completed.

A copy of the NPDES General Construction Permit from the Code of Federal Regulations and a copy of the current NPDES SWPPP must be available on the project site. If any changes to the SWPPP were identified, the changes must be incorporated to reflect on an updated SWPPP **no later than five days** after the inspection **or prior to** the next rain event, whichever is sooner. SWPPP revisions need to be signed by ITD and the Contractor. The revisions are required to be made on plan sheets (similar to "as constructed" drawings). Refer to the Construction General Permit for all of the requirements. If there are any questions on the NPDES SWPPP or the Permit/Special Conditions or the Environmental Commitments Tracking and Mitigation Commitments, contact the Senior Environmental Planner in the District.

Third Party Inspector: Inspection Procedures (Instruction Sheet for ITD-2802 Form)

The procedures shall be binding on all Third Party Inspectors working for ITD on projects meeting the Consent Decree requirements for a third party inspection. The inspection procedures shall follow the Construction General Permit and the Consent Decree requirements and include the following:

- Third Party inspections shall be performed for all projects that disturb five acres or more of soil and that are located in environmentally sensitive areas. Such inspections shall occur at least once every 30 days during the construction season and shall be unannounced. If significant deficiencies are found, a follow-up inspection shall be performed within 14 days. The Third Party Inspector shall provide to ITD and the responsible Contractor within twenty-four (24) hours of each inspection written findings and recommendations that contain at least the information on the ITD-2802 form. The inspector shall also provide any follow-up written report if changes to the SWPPP or BMP's are necessary within seven (7) days of each inspection.
- Environmentally sensitive area means any area which would be directly impacted by storm water discharges from the Project, and which is designated critical habitat for any listed threatened or endangered species, or which contains an immediate downstream water body that is listed as impaired for sediment by the Idaho Department of Environmental Quality under section 303(d) of the CWA.
- A description of the weather since last inspection and a description of any discharges that occurred during the weather event. (Include a review of the Environmental Inspector reports since last inspection.)
- General site conditions should include an estimate of the amount of land currently opened up by construction. This includes areas of vegetative removal (both hand and machine removed vegetative materials), topsoil removal, side slope grading, shoulder construction, and fence installation, removal, or replacement. All areas disturbed by grading must be included. Excavated areas are figured on the surface area of disturbance, including those disturbed by equipment working in the areas of routine access. General site conditions should also include a current estimate of the amount of land that has been temporarily stabilized or has temporary sediment and erosion controls in place, as well as an estimate of the amount of land that has been permanently stabilized or has the permanent sediment and erosion controls in place.
- To comply with Paragraph 8.j. of the Consent Decree, fill out the table concerning: Limits of active construction, Site entrances, Storage areas/contractor yards, Onsite waste/borrow areas, Offsite waste/borrow areas and Potential discharge points. Record a description of each area and its station number or milepost. The items down the left column stay the same with each inspection, while the other two columns would be filled in each time by the inspector. Explain any areas listed but not inspected in the "Project Areas Not Inspected" box.
- Action items include the Location(s) by station (Mile Post allowed if no stationing is available) of discharges of sediment or other pollutants from the site; of BMPs (Best Management Practices - structural pollution control measures) that need to be maintained; of BMPs that failed to operate as designed or proved inadequate for a particular location; and of where additional BMPs are needed that did not exist at the time of inspection. Include the corrective action required (including any changes to the SWPPP necessary) and implementation dates.
- Inspectors must note "NC" to distinguish "Non-compliance" action items from other actions items, when filling out the expandable boxes, starting at the top of page 2. Remember that not every action item will indicate non-compliance.
- Identify locations examined. Indicate where pollution control efforts are working successfully as well as where changes are needed, (measures not properly installed or maintained, or not effective for intended purpose). Record where and when you see a problem and how it was corrected. Move item to the appropriate comment box if it is corrected at a later time. Inspections need to include all areas, both on-site and off-site areas, disturbed by construction activity and areas used for storage of materials. Inspectors need to look for evidence of, or the potential for, pollutants entering the storm water conveyance system. Erosion and sedimentation control measures, along with non-storm water and waste management controls identified in the SWPPP, need to be observed to ensure proper operation. Discharge locations need to be inspected to ascertain whether erosion control measures are effective in preventing impacts to waters of the United States. Locations where vehicles enter or exit the site need to be inspected for evidence of off-site sediment tracking.
- The Contractor shall sign the ITD 2802 form acknowledging that the contractor has been informed of the current conditions (in the event the Contractor refuses to sign, ITD shall note that refusal on the form);
- The Contractor and ITD shall correct all deficiencies identified during the inspection as soon as possible and **no later than five days** after the inspection **or prior to** the next rain event, whichever is sooner. The ITD inspector and the Contractor shall both sign in the appropriate signature boxes on ITD 2802 certifying that the corrective action has been satisfactorily completed.

A copy of the NPDES General Construction Permit from the Code of Federal Regulations and a copy of the current NPDES SWPPP must be available on the project site. If any changes to the SWPPP were identified, the changes must be incorporated to reflect on an updated SWPPP **no later than five days** after the inspection **or prior to** the next rain event, whichever is sooner. SWPPP revisions need be signed by ITD and the Contractor. The revisions are required to be made on plan sheets (similar to "as constructed" drawings). Refer to the Construction General Permit for all of the requirements. If there are any questions on the NPDES SWPPP or the Permit/Special Conditions or the Environmental Commitments Tracking and Mitigation Commitments, contact the Senior Environmental Planner in the District.

Right of Way Cost Estimate

Date: December 31, 2008

Key No: _____
 Project No: _____
 Project Name: _____

No. of parcels requiring acquisitions: _____ Number of parcels requiring relocations: _____
 New Alignment: _____ miles Basic R/W Width: _____ ft.
 Existing Alignment: _____ miles Additional R/W Width: _____ ft.

DIRECT ACQUISITION COSTS:

A. Land only

Agriculture	Irrigated	0.00 acres @	\$0	/acre	=	\$0
	Dry	0.00 acres @	\$0	/acre	=	\$0
	n/a	0.00 acres @	\$0	/acre	=	\$0
Graze	Irrigated	0.00 acres @	\$0	/acre	=	\$0
	Dry	0.00 acres @	\$0	/acre	=	\$0
		0.00 acres @	\$0	/acre	=	\$0
Timber	Income Producing	0.00 acres @	\$0	/acre	=	\$0
	Harvestable	0.00 acres @	\$0	/acre	=	\$0
	Non-Harvestable	0.00 acres @	\$0	/acre	=	\$0
Residential	Developed	0.00 acres @	\$0	/acre	=	\$0
	Undeveloped	0.00 acres @	\$0	/acre	=	\$0
Commercial\Industrial	Developed	0.00 acres @	\$0	/acre	=	\$0
	Undeveloped	0.00 acres @	\$0	/acre	=	\$0
Damages Anticipated						=
Miscellaneous						=

B. Site Improvements

Agriculture	No. of Structures	0 @	\$0	(average)	=	\$0
Residential	No. of Structures	0 @	\$0	(average)	=	\$0
Commercial\Industrial	No. of Structures	0 @	\$0	(average)	=	\$0
Damages Anticipated						=
Miscellaneous						=

C. Relocation

Developed Agriculture	No. Expected	0 @	\$0	(average)	=	\$0
Developed Residential						
Single Family	No. Expected	0 @	\$0	(average)	=	\$0
Multi-Family	No. Expected	0 @	\$0	(average)	=	\$0
Developed Comm\Inc	No. Expected	0 @	\$0	(average)	=	\$0
Miscellaneous						=

INDIRECT ACQUISITION COSTS:

Appra./Imp.Agri.	No. Expected	0 @	\$0	(average)	=	\$0
Appra./Imp.Resid.						
2685	No. Expected	0 @	\$0	(average)	=	\$0
2288	No. Expected	0 @	\$0	(average)	=	\$0
B & A	No. Expected	0 @	\$0	(average)	=	\$0
Appra./Imp.Com.-Ind.	No. Expected	0 @	\$0	(average)	=	\$0
Appraisals/Land	No. Expected	0 @	\$0	(average)	=	\$0
Negotiations	No. Expected	0 @	\$0	(average)	=	\$0
Demolitions	No. Expected	0 @	\$0	(average)	=	\$0
Sub-Total						=

INCIDENTALS:

Estimated as a percentage of overall costs. 0.00 % \$0

(Includes Title Costs, Admin. Settle., Legal Settle., Attorney & Court Costs, Property Mngmnt. & Misc.)

Total Estimated Project R/W Costs: \$0

Proposed R/W Plans Approval Date: Projected R/W Expenditure Years: Construction Year(s):

Estimtd. By: _____ Title: _____ Date: _____

Request For Survey Work



To: District Land Surveyor

Date:

From:

Approved By:

Subject: Request For Survey Work

Project:

Please perform the following described work:

Please Complete By (Date): _____

Project No.: _____

Work Auth.: _____

Key No.: _____

Contact _____ at _____ for details concerning the work.

Location Use Only

Assigned to	Date Assigned	Date Completed	Date Delivered

cc: District Project Development Engineer

BRIDGE SUBMITTAL CHECKLIST FOR SITUATION/LAYOUT

Project Name:			
Project No.:		Key No.:	
Route No.		Milepost	
Feature Intersected:			
A. PLANS			
	1. Contour Map of Bridge Site (.dgn.)		
	2. Roadway Plan of Bridge Site (.dgn)		
	3. Roadway Profile Grade (.dgn)		
	4. Existing Groundline Profile (.dgn)		
	5. Roadway Typical Section w/Traffic Data (or .dgn)		
	6. Structure Typical Section w/Traffic Data (or .dgn)		
B. GENERAL			
	1. Roadway Guardrail		
	Concrete Median Barrier		
	Metal Rail		
	Curb and Gutter		
	Sidewalk		
	Other (specify)		
	2. Roadway Pavement Type	Travel Way	Shoulders
	Concrete		
	Asphalt		
	3. Corrosion Protection		
	Level of De-icing Salt Application		
	High	Moderate	Low
	4. Phase IV Report		
	5. Photographs		
		Looking AHEAD on line at bridge site	
		Looking BACK on line at bridge site	
		Looking through the bridge to LEFT	
		Looking through the bridge to RIGHT	
		Unusual features of the site	
	6. Utilities [<i>attach drawing showing locations, size, number (including existing and future), and weight</i>]		
		Lighting	Gas
		Signing	Water
		Electrical	Sewer
		Telephone	Irrigation

C. STRUCTURES OVER WATER			
	1. Approved ITD-210 (Hydraulic Structures Survey)		
	2. Streambed Profile (Reproducible)		
	3. Riprap (Attach plan)		
	4. Navigational Clearances (Indicate if stream is navigable and boat traffic requirements)		
	Vertical		Feet
	Horizontal		Feet
D. STRUCTURES OVER ROADWAY			
	1. Roadway Profile Grade		
	2. Roadway Typical Section		
	3. Minimum Clearance		
	Vertical		Feet
	Horizontal		Feet
	4. Slope Protection (Indicate slope and any special grading)		
		Slope paving	
		Rock	
		Other (specify)	
		None	
E. STRUCTURES OVER RAILROADS			
	1. Roadway Profile (dgn.)		
	2. Railroad Typical Section (Include any future tracks) or dgn.		
	3. Minimum Clearance		
	Vertical		Feet
	Horizontal		Feet
	4. Splashboard Requirements		
	5. Fencing Requirements		
F. SPECIAL FEATURES			
	1. Stage Construction		
		Plan of Proposed detour	
		Detour typical section	
	2. Future Widening		
		Typical section of roadway/structure	
	3. Remote Site		
		Concrete available	
		Restricted loads on haul road	
		Other (specify)	
	4. Aesthetic Requirements		
	5. Other (specify)		