

Appendix I – Field Review Checklist

The Department recognizes that the R/W Designer/Reviewer alone may not be able to answer some of the questions regarding the review tasks below. However, the R/W Designer/Reviewer shall consult with the project design engineer, project manager and/or District REA to address all questions below.

County-Route-Section: _____ PID: _____ Date of Field Review: _____
 Review Performed By: _____ Phone Number of Reviewer: _____

Field review performed prior to what design review submission.

Preliminary Right of Way Review Submission Final Right of Way Plan Submission

This form is intended to document the Right of Way Designer/Reviewer's required field review of the project site.

	Item	Yes/No	Approximate Location of Deficiency/Other Comments
	<i>Were any of the following existing above ground features omitted or misidentified in the plans?</i>		
1	Roads (including pavement and shoulders)		
2	Waterways (e.g., streams, rivers, lakes, ponds, creeks, ditches, wetlands, etc.)		
3	Railroads		
4	Driveways (Commercial, Residential, Field) and drive pipes		
5	Buildings (e.g., residential and commercial structures, Out-buildings, etc.); including steps, overhangs, porches, sunroom, decks, etc. within 100' of existing or proposed R/W		
6	Fences (private and limited access w/ length) and gates		
7	Catch basins, manholes, inlets, or other drainage features		
8	Retaining, MSE, retaining, soldier, lagging, walls		
9	Mailboxes		
10	Sidewalks (private and/or public)		
11	Guardrail or Cable barrier		
12	Trees, bushes, shrubs, landscaping, planter boxes, etc.		
13	Curbs and gutters		
14	Non-highway signs (private) and billboards (ADC), including electrical connections		
15	Encroachment (supports and overhangs)		
16	Utility poles (power, telephone, cable, etc.) Applicable easements MUST be noted on plans.		
17	Water wells		

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	Item	Yes/No	Approximate Location of Deficiency/Other Comments
18	Oil/natural gas wells.		
19	Private poles (lighting, etc.)		
20	Sprinkler Systems		
21	Monuments (centerline and right of way)		
	<i>Is there evidence that any of the following below ground features have been omitted or misidentified in the plans?</i>		
22	Septic systems (leach fields, septic tanks, etc.)		
23	Underground utilities (gas, water, power, cable, telephone, oil, etc.) Applicable easements MUST be noted on plans.		
24	Underground storage tanks		
25	Cisterns		
26	Farm and field tiles		
27	Storm sewers and culverts		
28	Structural foundation (retaining wall, bridge, building, etc.)		
29	<i>Are all topographic items near construction limits identified as (Take or Save/DND)?</i>		
30	<i>Does the type of take fit the construction work being performed?</i>		
31	<i>Does there appear to be sufficient room for construction access, including maintenance of traffic?</i>		
32	<i>Are land uses (e.g., residential, commercial, etc.) correctly identified?</i>		
33	<i>Does the general site topography (i.e., location of hill/valleys, etc.) appear to be correct?</i>		
34	<i>Does there appear to be sufficient room for utility relocation?</i>		
35	<i>Are there any other features that might impact the right of way plans?</i>		