

Utility: _____
 Project Name: _____
 Highway: _____
 County: _____
 Key No: _____

Done	Activity	Responsibility
1.0	Preliminary Engineering - Utility Identification	
	“Pre-survey” utility locates	Utility
	Obtain utility maps or electronic files from utilities.	ODOT
	Prepare Utility Report identifying utility facilities within the project limits, potential reimbursement work, etc.	ODOT
2.0	Final Design - Utility Conflict Identification & Resolution	
	Notify utility of conflicts between project and existing utilities by way of conflict lists and notification letters identifying known conflicts between utilities and project (use preliminary plans).	ODOT
	Notify ODOT of any discrepancies or omissions of utility information shown on the plans.	Utility
	Verify conflicts. Identify what will be relocated, adjusted or protected..	Utility
	Prepare Timing and Status Report - identify estimated work schedules for each utility, estimated completion, staging needs etc. (Information comes from the utilities).	ODOT
3.0	Relocation Plan	
	Prepare utility relocation plans which needs to include erosion control and traffic control.	Utility
	Review and approve utility relocation plans.	ODOT
4.0	Permit to occupy ODOT ROW	
	Submit permit application for facilities located with state Right-of-Way (ROW). Include: traffic & erosion control plans, insurance, etc. as required by the ODOT permit regulations. Note: Facilities on City or County Right-of-Way will require permits from same agency.	Utility
	Review and approve permit application for utility relocations. <i>(This approval is to allow utility to occupy the Right-of-Way. It is not the approval for the estimate.)</i>	ODOT
5.0	Construction	
	Coordinate construction sequencing schedules.	Utility & Contractor
	Notify Construction PM and Utility Specialist before beginning work so ODOT can monitor work occurring within ODOT ROW.	Utility