

Utility: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Highway: \_\_\_\_\_  
 County: \_\_\_\_\_  
 Key Number: \_\_\_\_\_

RUS/UC designates Region Utility Specialist or Utility Coordinator

Sent	Received	Submitted	Activity	Responsibility
<b>Conflict Identification</b>				
			Base Map with existing utility facilities	Survey
			Project layout and preliminary conflict list	Designer
			Conflict Letter with marked Plan Sheets and Conflict List – review preliminary conflict list, confirm conflicts, mark plan sheets with conflicts.	RUS/UC
			Notify ODOT of any mapping or conflict discrepancies or omissions	Utility
			Verify Conflicts. Identify method of resolution – relocate, adjust, or protect.	Utility
<b>Conflict Resolution</b>				
			Request additional vertical and/or horizontal location of utility to verify conflict. This step is used when additional potholing may be required by utility to confirm a conflict does or does not exist.	RUS/UC
			Pothole (if required) to locate utility facility and provide horizontal and vertical information based on project stationing and elevations.	Utility
			Prepare utility relocation plans and schedule. Plans can be submitted on ODOT Plan Sheets or Utility drawings with the following required information: <ul style="list-style-type: none"> <li>▪ Scale, North Arrow</li> <li>▪ Highway Project Name, County, and Highway No.</li> <li>▪ Right of Way Lines, Centerline, Stationing</li> <li>▪ Location, Type and Size of Existing Facilities</li> <li>▪ Type of Facility to be Constructed:                             <ul style="list-style-type: none"> <li>• Size of Pipe, Conduit, Cable, etc.</li> <li>• Vertical depth for buried or roadway clearance for aerial</li> <li>• Material to be used (PVC, HDPE, Steel, etc.)</li> <li>• Joint Use information for trenches or poles</li> <li>• Offset from Centerline for longitudinal installations</li> <li>• Centerline Station for transverse installations</li> </ul> </li> </ul>	Utility
			Stake Relocation Plan on project site. <b>NOTE:</b> For complex relocations this step may be requested by the RUS/UC.	Utility
			Review and approve or request modification of relocation plan.	RUS/UC, ODOT Staff

Sent	Received	Submitted	Activity	Responsibility
Relocation Schedule				
			Develop relocation schedule – pre-construction or staged during construction.	Utility
<b>OPTIONAL: Work Added to Contract</b>				
			Written request for relocation work to be added to ODOT Contract	Utility
			Work agreement prepared to add work and establish fee deposits if necessary.	SUL
			Prepare plan sheets and specification for specialty work not covered by ODOT standard specifications and drawings.	Utility
Timing and Certification				
			Prepare and transmit to utility the Timing Letter (Second Notification) confirming the agreement on the relocation schedule.	RUS/UC
			Transmit the Utility Certification to the Project Leader and SUL when all utility facility relocations have been confirmed, schedules established and before the PS&E for the project. <b>NOTE:</b> For those projects that do not have completed relocation plans and/or schedules, the Area Manager must complete the section of the Utility Certification approving an exception.	RUS/UC