



## ALABAMA DEPARTMENT OF TRANSPORTATION

Local Transportation Bureau  
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Kay Ivey  
Governor

John R. Cooper  
Transportation Director

April 25, 2018

### LOCAL TRANSPORTATION BUREAU MEMORANDUM FY 2018-19

To: All County Engineers and Region/Area Local Transportation Engineers

From: Mr. D.E. Phillips, Jr., P.E.  
State Local Transportation Engineer

By: Joshua A. Sanford  
Joshua A. Sanford, P.E.  
State Local Pre-Construction Engineer

RE: **Revision to Procedural Guidelines for County Projects/ Initiating Data Submittal Checklist Page 1.1, 1.2 and 1.4**

The Initiating Data Submittal Checklists found on pages 1.1, 1.2 and 1.4 of the *Procedural Guidelines for County Projects* have been revised to incorporate all types of projects into one checklist. The revised checklist (see attached) shall be used on all Federal Aid projects handled by this office beginning with projects scheduled for the August 31, 2018 letting. This document will be available on the Local Transportation Bureau webpage in the near future.

Please feel free to contact me should you have any questions or comments concerning this matter.

DEP/JAS/lj  
Attachment

CC: Mr. Terry Robinson, Acting State Innovative Programs Engineer  
PC: File

# INITIATING DATA SUBMITTAL CHECKLIST

(Date)

Region Engineer

Dear Sir:

RE: SPONSOR NO. \_\_\_\_\_  
COUNTY \_\_\_\_\_

Attached is the following data to initiate the subject project:

- ( ) ● Resolution (Location Map)
- ( ) ■\*◆ USGS Map
- ( ) ◆ Request for Bridge Hydraulic Design/Review
- ( ) ◆ Pictures for Hydraulic Design/Review
- ( ) ◆ Plan & Profile Sheet(s)
- ( ) ■\*◆ Project Review Consultation (Alabama Historical Commission)
- ( ) ■\*◆ Pictures for Alabama Historical Commission
- ( ) ● Letter of Involvement (4-F Lands, etc.)
- ( ) ● Traffic Counts or Letter or Request for Traffic Counts by ALDOT
- ( ) ● Airport Involvement Letter, if applicable
- ( ) ● R.O.W. Recording Data Letter
- ( ) ■ ROW-RA-1 Form
- ( ) ■ Views and Comments Letter
- ( ) Other \_\_\_\_\_

Project Design Criteria (Check one)

- Pavement Preservation ( ) RRR ( )  
New Roadway & Bridges ( ) Other ( )

Project Letting (Check one)

- State Contract ( ) Force Account ( ) Combination ( )

Requested Letting Date: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_  
Railroad Involvement: Yes ( ) No ( ) Project Length: \_\_\_\_\_

Please contact this office if additional information is required.

\_\_\_\_\_  
LPA Engineer/Project Manager

- All Projects
- If ROW is acquired
- ◆ Bridge Replacement Projects
- \* Bridge Maintenance Projects

Revised 4/10/18