

OPERATIONAL PLANNING MEETING FACT SHEETS

(For a working file of this template: [FDM 3-10-1 A1 doc1](#))

Project I.D:

Date:

Name of Road:

Limits:

County:

I. Meeting Participants (government officials, agencies, & utilities)

II. Project Description

A. Traffic

Present: Year: AADT:

Projected: Year: AADT:

B. Typical section

Present:

Proposed: (Design Class):

Alternatives:

C. Urban considerations

Busses:

Bicycles:

Pedestrians:

Sanitary Sewer/Water Main:

D. Aesthetics

E. Approximate construction cost: \$

F. Project agreement: (Briefly discuss local cost participation anticipated)

G. Reason for project:

III. Public Involvement

A. Who will implement the "Public Involvement Plan?"

B. Hearing process

1. If an opportunity for hearing is to be offered:

a. Who will offer?

b. When:

2. If a hearing is required:

a. Approximate hearing date:

b. Who will host:

c. Where held:

3. Informational meetings:

- a. Where:
- b. When:
- c. Hosted by:

IV. Environmental

A. Which agency action category does the project best fit into? (Check appropriate type)

EIS: Always requires an Environmental Impact Statement (EIS).

EA: Requires Environmental Assessment.

Requires opportunity for coordinating agencies & public review and comment.

May require EIS.

ER:

Programmatic ER: Requires documentation in CDR with letter of concurrence in file.

ER: Environmental Report requires environmental screening sheets.

CE: Categorical Exclusion

No documentation required

B. What organizations and units of government should be contacted for input into the environmental evaluation? See [FDM 5-1 Attachment 1.1](#).

C. Who will prepare the environmental document?

D. Hazardous waste plan

V. Design Process

A. Design will be done by: (choose appropriate: DOT, municipality, county, consultant)

B. Reports & forms (when):

1. Signed scoping document or updated Concept Definition Report:

2. Public Involvement Plan

3. Traffic Study (Crash or Capacity Analysis):

4. Intermediate Report:

5. Clearinghouse Review:

6. Hazardous Waste:

7. Soil Borings and Investigation:

8. Pavement Design:

9. Structure Survey Reports:

Hydraulic Report:

10. Design Study Report:

11. Utilities Status Report:

12. Exception to Standards:

13. Railroad Crossing Report

C. Utility & agency coordination and permits (specify who will submit permits, permit submitted & date)

D. Coordination with District Rail Coordinator and Bureau of Railroads & Harbors for railroad facilities affected:

E. Plan Preparation (by whom):

1. Preliminary plan (when)

2. Final plan preparation: (when)
3. Designs and plans for signing, marking, lighting:
4. Contacting utilities for existing and proposed work:
5. Contacting railroads for existing and proposed work:
6. Traffic control plan: (choose one of a or b)
Closed to traffic/detours required:
Open to traffic:
Comment:
7. Sanitary sewer/water main
8. PS&E:

VI. Right-of-Way

- A. Is right-of-way acquisition involved?
- B. Is relocation involved?
- C. Are parklands involved?
- D. Who will prepare right-of-way plat?
- E. Who will purchase right-of-way? (Choose 1 or 2 - leave other out)

If the DOT is requested to act as the community's agent in acquisition of the right-of-way, this should be mentioned in the Project Agreement.

If the local agency is acquiring the real estate, with or without Federal Aid on projects, and where they expect to receive Federal Aid in some phase of the work, they must be offered the manual entitled "Right of Way Acquisition Guide for Local Public Agencies" with the business card of the district Local Public Agency Coordinator attached.

- a. Has the booklet been issued:
- b. If the booklet has been issued, to whom:
- c. If the booklet was not issued, why not?

(If R/W Acquisition is required, give R/W Chief a copy of this sheet for his project file.)

F. Access Control:

(Is there a need to purchase access rights, remove access, or incorporate other access modifications? Discuss with District Access Coordinator)

G. Encroachments

1. Located by:
2. Actions to be taken:

H. Hazardous Mailboxes

1. Located by:
2. Actions taken:

VII. Scheduling Dates

- A. Concept Definition Report submittal(s):
- B. Public Involvement Plan
- C. Environmental Assessment submittal:
- D. Hazardous waste plan:

- E. Preliminary plan submittal:
- F. Public informational meeting(s):
- G. Public hearing date:
- H. Railroad Crossing Report
- I. Pavement Design Report:
- J. Preliminary Bridge Report:
- K. Structure Survey Report:
- L. Design Study Report submittal:
- M. Relocation Order submittal:
- N. OCR hearing
- O. Utility contract executed:
- P. Railroad Agreements executed
- Q. P.S.& E. (submittal):
- R. Letting date:
- S. Begin construction: