

Representative	Preliminary Plan Review		PS&E Plan Review		Final Office Plan Review	
	Invite	Attend	Invite	Attend	Invite	Attend
FHWA	O	O	O	O	NR	NR
District	A	A	A	A	O	O
Construction Services	A	O	A	O	NR	NR
Design Engineer	A	NR	A	NR	O*	O*
Design Program Manager	A	A	A	A	A	A
Designer (a)	A	A	A	A	A	A
Design - Traffic Section	A	O	A	O	A	A
Environmental and Transportation Services (ETS) Division Engineer	NR	NR	NR	NR	NR	NR
ETS - Program Manager	A	O	A	O	NR	NR
ETS - Cultural Resources Section	O	NR	O	O	NR	NR
ETS - Environmental Section	O	NR	A	O	NR	NR
ETS - Right of Way Section	O	O	O	O	O	O
ETS - Technical Services Section	O	NR	A	O	NR	NR
Materials & Research	A	O	A	O	O	O
Bridge Engineer	O	O	O	O	O*	O*
Bridge (Structures)	O	O	O	O	O	O
Bridge (Hydraulics)	O	O	O	O	O	O
Local Government Engineer (b)	O	O	O	O	O	O
Assistant Local Government Engineer (b)	O	O	O	O	O	O
City (b)	O	O	O	O	NR	NR
Planning & Programming (pp)	A	O	A	O	NR	NR
Traffic Operations Section	O	O	O	O	NR	NR
Director of Project Development	NR	NR	A	NR	O*	O*
Technical Support Contact	O	O	O	O	O	O
Maintenance Division	A	O	A	O	NR	NR
Legend: A = Always O = Optional or As Appropriate NR = Not Required (a) Designer is either from the Design Division or a Consultant (b) Urban Regional Projects or if the city has cost participation (pp) Always receives a cost estimate and will request a set of plans if required.						
* Director of Project Development will review strategic and Urban Regional Projects. All other projects will be reviewed by the Bridge Engineer or Design Engineer.						
Note: If there is an "A" in the "Attend" column the review should be scheduled around their schedule always. The review should also include Local Government, the City, Technical Support Contact, and FHWA when appropriate. FHWA is appropriate on full participation projects. For Final Office Plan Review, you will also need to include either the Director of Project Development or Design Engineer, see the astrisk above. The invitations to the Final Office Review should be sent to everyone that has produced plan sheets. The District will be invited if the District produced the plans.						
Preventive Maintenance Plans only need to be sent to the Technical Support Person, ETS - Technical Services, and the District for review.						
Attention designers if you have a strategic project, note as such in either the email (electronic plans) or cover letter (paper plans).						
Invitations for your plan review should be sent with your Microsoft Outlook Calendar. Please include the location of the electronic plans in the meeting invitation.						
On full involvement projects, send a hard copy of your Preliminary and PS&E Plans to FHWA when there is a meeting. Send FHWA an invitation to the meeting when the project has full involvement only.						