

Representative	Preliminary Plan Review		PS&E Plan Review		Final Office Plan Review	
	Invite	Attend	Invite	Attend	Invite	Attend
Lead Designer or Technical Support Person	SOI	Yes	SOI	Yes	SOI	Yes
Director - Office of Project Development	No	No	S or U	O	S or U	S* or U*
District Engineer	Yes	Yes	Yes	Yes	F	No
District - Assistant Engineer	Yes	Yes	Yes	Yes	F	No
Bridge Division Engineer	No	No	No	No	B	B*
Bridge - Design Section	Yes	O	Yes	O	B or F	B
Bridge - Hydraulics Section	Yes	O	Yes	O	No	No
Construction Services - Assistant Engineer	Yes	O	Yes	O	No	No
Construction Services - Environmental Section	Yes	O	Yes	O	No	No
Design Division Engineer	No	No	Yes	O	D	D*
Design - Program Manager for Roadway Design (Design Division and Bridge Division Projects Only)	Yes	Yes	Yes	Yes	Yes	Yes
Design - Program Manager for Technical Support (District and Consultant Projects Only)	Yes	Yes	Yes	Yes	Yes	Yes
Design - Traffic Section	Yes	O	Yes	O	Yes	O
ETS - Program Manager	Yes	O	Yes	O	No	No
ETS - Consultant Admin. Section (Consultant Projects Only)	No	No	Yes	No	No	No
ETS - Cultural Resources Section (Appropriate State-System Manager or Off-System Manager)	O	O	O	O	No	No
ETS - Environmental Section	Yes	O	Yes	O	No	No
ETS - Environmental Section - Appropriate Liaison Person	Yes	O	Yes	O	No	No
ETS - Technical Services Section	Yes	O	Yes	O	No	No
Local Government Engineer	U	O	U	O	U	U
Local Government - Assistant Engineer	U	O	U	O	U	U
Maintenance Division Engineer	Yes	O	Yes	O	No	No
Maintenance Division - Assistant Engineer	Yes	O	Yes	O	No	No
Maintenance Division - ITS Engineer	ITS	O	ITS	O	No	No
Maintenance Division - Signing Manager	Yes	O	Yes	O	No	No
Materials & Research Engineer	Yes	O	Yes	O	No	No
Materials & Research - Geotechnical & Research Engineer	Yes	O	Yes	O	No	No
Materials & Research - Geotechnical Section	Yes	O	Yes	O	No	No
Planning/Asset Management - Traffic Data Section	WIM, ATR	O	WIM, ATR	O	No	No
Planning/Asset Management - RR Crossing Programs Section	RR	O	RR	O	No	No
Programming Division Engineer	No	No	Yes	No	No	No
Programming - Assistant Engineer	No	No	Yes	No	No	No
Programming - Traffic Operations Section	No	No	Yes	O	No	No
City	C or U	O	C or U	O	No	No
FHWA – PROJECTS OF DIVISION INTEREST ONLY (PODI)	FTP	O	FTP	O	No	No
SYMBOL LEGEND						
B	Bridge Division projects only.			C	If the city has cost participation.	
F	Only forward the electronic final plans prior to Final Office Review for informational purposes for the District or Bridge Division.			D	Design Division projects only.	
FTP	Only forward the invite and electronic plans to your Division's Administrative Assistant for coordination with FHWA through their FTP website.			ITS	Only projects that involve ITS items.	
O	Optional or as Appropriate.			RR	Only projects with at-grade rail crossings.	
S	Strategic Projects only.			SOI	Send out invitations and organize meeting.	
U	Urban Regional Projects (cities greater than 5,000) or ND Street Projects.			*	Signature of final plans.	
WIM, ATR	Only projects with Weigh-in-Motion or Automated-Traffic-Recorders.					
ADDITIONAL NOTES						
Preliminary Plan Reviews and PS&E Plan Reviews shall be organized around the schedule of the District.						
Final Office Plan Reviews shall be organized around the Director for Office of Project Development, Design Engineer, or Bridge Engineer schedule.						
The District needs to sign the "District Review" box on the title sheet of the plans for:						
<ul style="list-style-type: none"> <li>All Strategic Projects</li> <li>District developed plans that are Minor Rehabilitation, Structural Improvement, Major Rehabilitation, or New/Reconstruction</li> </ul>						
Preventive Maintenance plans only need to be sent to the Technical Support Person, ETS - Technical Services, and the District for review.						
Invitations for the plan review should be sent with Microsoft Outlook Calendar. Do not send invite directly to FHWA, please forward the invitation for FHWA to your Division's Administrative Assistant for coordination with FHWA on Projects of Division Interest (PODI).						
<ul style="list-style-type: none"> <li>List the PCN, Project Number, and FHWA Involvement, and if it is a Strategic project within the subject line.</li> <li>Include the location of the electronic plans and any travel planning within the meeting invitation.</li> <li>Attach the cost estimate to the invitation, do not post the cost estimate on the ftp site.</li> </ul>						