Preliminary Utility Coordination Form
(To be completed by designer unless noted)

Project Number: Designer:
PCN: Designer Phone Number:
                                                Technical Support Person:

The plan sheets for the "Title Sheet" and "Scope of Work" are
required for Preliminary Utility Coordination. Are they available?   **Yes**   **No**

Describe the scope of work. This project consist of:

Please provided actual or proposed dates for the following.
Plan and Profile sheets with proposed alignments and design plan view:
Cross Sections with refined grades:

Please provide the names of controlling Geopak alignments if known.
Mainline   Crossroad1   Crosroad2
 Chain: Chain: Chain:
 Profile: Profile: Profile:

Will there be New Right of Way or New Easements on this Project?   **Yes**   **No**

Is Airport Clearance needed?   **Yes**   **No**
Date Completed (if applicable):

Note new underground features associated with this project:
       Water Lines   Sanitary Sewer Lines   Storm Drain Lines
       Other

Note existing and proposed DOT facilities requiring electricity on the project:
       Lighting   Signals   Flashing Beacon
       ATR   WIM   DM Signs
       Lift Stations   Other

Are additional feed points needed?   **Yes**   **No**
Locations:

Is borrow required for earthwork?   Contractor Optioned   DOT Specified   Not Needed
Locations:

Are Preliminary Utility Coordination Letters required?   **Yes**   **No**
Date discuss with Utility Engineer:

The Lead Designer or Technical Support person shall record the actual completion date for the Preliminary Utility Coordination activity (UTPRE) in milestone when Preliminary Utility coordination letters have been sent or determined not needed. The comment field for UTPRE shall state "**No Preliminary Coordination Letters Required**" when applicable.

The Lead Designer or Technical Support person shall file this form in FileNet.   The FileNet "Subject Title" shall be "Preliminary Utility **Coordination** Form". The Lead Designer or Technical Support person shall send the Utility Engineer a FileNet link to this form by email. The email should also reference the Project ID and PCN.