### Design Documentation Package Checklist

|  |
| --- |
| This is a list of potential attachments or items of tracking interest to your project. See the Design Manual for required discussion points and approvals. Required items for Design and Project Development Approval are shaded. Additional components may apply. \*Include original approved documents.  *Project name here* |

|  |  |  |
| --- | --- | --- |
| **Description** | ***Comments/Action Strategy/Approvals*** | ***By*** |
|  |  |  |
| Project Description Memo |  | *RFP* |
| See template attached |  | *DB* |
| Project Definition |  | *RFP* |
| DM Chapter 300 |  |  |
| Environmental Review Summary |  | *RFP* |
| DM Chapter 300 |  |  |
| Design Decisions Summary |  | *RFP* |
| DM Chapter 300 |  |  |
| Vicinity Map |  |  |
|  |  | *DB* |
| Project Change Request Form (If Required) |  | *RFP* |
| DM Chapter 300 |  | *DB* |
| Funds Request(s) |  | *RFP* |
|  |  | *DB* |
| Design Matrix (Highlight Appropriate Line) |  | *RFP* |
| DM Chapter 1100 |  | *DB* |
| Design Parameter(s) |  | *RFP* |
| See NWR Design Resource web page |  | *DB* |
| Design Parameter(s) Back Up Calculations |  | *RFP* |
|  |  | *DB* |
| Design Variance Inventory System Form – Includes Design Exceptions |  | *RFP* |
| See DVIS web page |  | *DB* |
| * Deviations\* |  | *RFP* |
| For procedures see DM Chapter 300 and 1100. Subjects range throughout the DM. |  | *DB* |
| Evaluate Upgrades\* |  | *RFP* |
| For procedures see DM Chapter 300 and 1100. Subjects range throughout the DM. |  | *DB* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Project or Corridor Analysis\* |  | | *RFP* | |
| For procedures see DM Chapter 300 and 1100. Subjects range throughout the DM. |  | | *DB* | |
| * Maximum Extent Feasible\* |  | | *RFP* | |
| For procedures see DM Chapter 1510. |  | | *DB* | |
| Justifications |  | | *RFP* | |
| Subjects range throughout the DM. |  | | *DB* | |
| Region Traffic Engineer Approvals |  | | *RFP* | |
| Subjects range throughout the DM. |  | | *DB* | |
| State Traffic Engineer Approvals |  | | *RFP* | |
| Subjects range throughout the DM. |  | | *DB* | |
| Added work not covered in the Matrix |  | | *RFP* | |
|  |  | | *DB* | |
| Decisions for Project Components for which there is no WSDOT or RFP guidance |  | | *RFP* | |
|  |  | | *DB* | |
| Roadway Sections |  | | *RFP* | |
| DM Chapter 1230 |  | | *DB* | |
| Horizontal Alignment Decisions and Plans (if applicable) |  | | *RFP* | |
| DM Chapter 1210 |  | | *DB* | |
| Vertical Alignment Decisions and Plans (if applicable) |  | | *RFP* | |
| DM Chapter 1220 |  | | *DB* | |
| Channelization / Intersection Plans (if applicable) |  | | *RFP* | |
| DM Chapter 1360 and Region Channelization Plan Checklist |  | | *DB* | |
| NEPA Approvals |  | | *RFP* | |
| DM Chapter 220 |  | | *DB* | |
| SEPA Approvals |  | | *RFP* | |
| DM Chapter 220 |  | | *DB* | |
| Environmental Permits (Listing of all permits, actual permits in PF) |  | | *RFP* | |
| DM Chapter 230 |  | | *DB* | |
| Traffic Analysis |  | *RFP* | |
| DM Chapter 320 |  | *DB* | |

|  |  |  |  |
| --- | --- | --- | --- |
| Collision History |  | *RFP* | |
| DM Chapter 320 |  | *DB* | |
| Highway Capacity Determination |  | *RFP* | |
| DM Chapter 320 |  | *DB* | |
| Geological Reports |  | *RFP* | |
| DM Chapter 610 and 630 |  | *DB* | |
| Surfacing Reports |  | *RFP* | |
| DM Chapter 610 and 620 |  | *DB* | |
| Hydraulics Report |  | *RFP* | |
| DM Chapter 800 |  | *DB* | |
| Signing |  | *RFP* | |
| DM Chapter 1020 |  | *DB* | |
| Delineation |  | *RFP* | |
| DM Chapter 1030 |  | *DB* | |
| Illumination |  | *RFP* | |
| DM Chapter 1040 |  | *DB* | |
| Intelligent Transportation Systems |  | | *RFP* | |
| DM Chapter 1050 |  | | *DB* | |
| Traffic Control Signals |  | *RFP* | |
| DM Chapter 1330 |  | *DB* | |
| Signal Permit |  | | *RFP* | |
| DM Chapter 1330 |  | | *DB* | |
| Clearzone Inventory for Fixed Objects |  | *RFP* | |
| DM Chapter 1600 |  | *DB* | |
| Mailbox Stops/Coordination |  | | *RFP* | |
| DM Chapter 1600 |  | | *DB* | |
| Barrier Length of Need Calculations |  | *RFP* | |
| DM Chapter 1610 |  | *DB* | |
| Impact Attenuator Systems |  | *RFP* | |
| DM Chapter 1620 |  | *DB* | |
| Bus Stops – Transit and School |  | | *RFP* | |
| DM Chapter 1430 and 1510 |  | | *DB* | |
| Path and Trail Calculations |  | | *RFP* | |
| Plans Preparation Manual |  | | *DB* | |
| Pedestrian Facilities |  | | *RFP* | |
| DM Chapter 1510 |  | | *DB* | |
| Shared-Use Paths |  | | *RFP* | |
| DM Chapter 1515 |  | | *DB* | |
| Roadway Bicycle Facilities |  | | *RFP* | |
| DM Chapter 1520 |  | | *DB* | |
| Median Crossover Design/Approval |  | | *RFP* | |
| DM Chapter 1370 |  | | *DB* | |

|  |  |  |
| --- | --- | --- |
| Aesthetic/Visual Elements |  | *RFP* |
| DM Chapter 720, 730, and 740 |  | *DB* |
| Bridge Reports and Issues |  | *RFP* |
| DM Chapter 700, 710 and 720 |  | *DB* |
| Retaining Walls |  | *RFP* |
| DM Chapter 730 |  | *DB* |
| Noise Report |  | *RFP* |
| DM Chapter 740 |  | *DB* |
| Roadside Restoration/ Enhancement |  | *RFP* |
| DM Chapter 900 and Roadside Classification Plan and Roadside Manual |  | *DB* |
| Access Control |  | *RFP* |
| DM Chapter 520, 530 and 540 |  | *DB* |
| Interchange Justification Report |  | *RFP* |
| DM Chapter 550 |  | *DB* |
| Road Approaches – Access Permits |  | *RFP* |
| DM Chapter 520, 530, 540 and 1340 |  | *DB* |
| Fencing |  | *RFP* |
| DM Chapter 560 |  | *DB* |
| Railroad Issues |  | *RFP* |
| DM Chapter 530, 1350 |  | *DB* |
| Utilities Involvement (List) |  | *RFP* |
| DM Chapter 1600 and Utilities Manual |  | *DB* |
| Franchises (List) |  | *RFP* |
| Utilities Manual |  | *DB* |
| Permits (List) |  | *RFP* |
| DM Chapter 230, 510 and Utilities Manual |  | *DB* |
| Easements (List) |  | *RFP* |
| DM Chapter 510 |  | *DB* |
| Agreements (List) |  | *RFP* |
| DM Chapter 530 |  | *DB* |
| Roundabout Geometric Design Approval |  | *RFP* |
| DM Chapter 1320 |  | *DB* |
| HOV Operational Alternatives |  | *RFP* |
| DM Chapter 1410 |  | *DB* |
| HOV Direct Access |  | *RFP* |
| DM Chapter 1360 and 1420 |  | *DB* |
| Auxiliary Lanes |  | *RFP* |
| DM Chapter 1270 |  | *DB* |
| Safety Rest Areas and Travelers Services |  | *RFP* |
| DM Chapter 1040 |  | *DB* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Transit Facilities - Park & Ride Lots |  | | *RFP* | |
| DM Chapter 1430 |  | | *DB* | |
| Transit Facilities - Flyer Stops |  | | *RFP* | |
| DM Chapter1430 |  | | *DB* | |
| Truck Weigh Station |  | | *RFP* | |
| DM Chapter 1720 |  | | *DB* | |
| Monumentation / Record of Survey |  | | *RFP* | |
| DM Chapter 400 and 410 |  | | *DB* | |
| Right of Way Plans |  | | *RFP* | |
| DM Chapter 300 and Plans Preparation Manual |  | | *DB* | |
| Local Agency Coordination |  | | *RFP* | |
|  |  | | *DB* | |
| Signal Participation |  | | *RFP* | |
| DM Chapter 1330 |  | | *DB* | |
| Concurrence Letters |  | *RFP* | |
|  |  | *DB* | |
| Letters of Understanding |  | *RFP* | |
|  |  | *DB* | |
| Public Art |  | *RFP* | |
| DM Chapter 950 |  | *DB* | |