Forms 2

Survey

F2.01 Survey Request Form
F2.02 InRoads Location Survey Checklist

F2.01 Survey Crew Request Form
# Survey Request (DOT Form 355-001 EF)

### PE/Manager

### Org Number

### Date Requested

### Date Needed

### Team Leader/Contact Name

### Contact Phone

### Traffic Control Required

- [ ] Yes
- [ ] No

### Traffic Control Plan #

### Work Order

### Group

### Work Op

### Ctrl. Section

### Project Name

### State Route

### Project Limits

- [ ] UP
- [ ] to MP

### Has a Project Folder Been Created?

- [ ] Yes
- [ ] No

### Location:

### Type of Survey

- [ ] Location
- [ ] Construction
- [ ] Alignment

### Purpose/Scope of Survey Request

- [ ] General Topo
- [ ] Construction Layout
- [ ] Right of Way Limits
- [ ] Ferry Terminal
- [ ] Utility Plans
- [ ] Monetization Maps
- [ ] Other, explain below

### Datum:

- Horizontal Datum

### Vertical Datum

### Project Combined Factor

- CF:

### DELTA Shift

- N

### Project’s Survey Document Location

### Project Control File Location

### Project Datum Calculation Report Location

- [ ] Report Attached

### Research on Hand

- [ ] Existing R/W Plans
- [ ] Utility Plans
- [ ] Records of Surveys
- [ ] Other
- [ ] Previous Construction Alignment Plans
- [ ] Assessor’s Map
- [ ] Monumentation Maps

- [ ] Rail Road Plans
- [ ] Report of Survey Marks
- [ ] Bench Mark Locations

### DOT Form 355-001 EF

### Revised 02/2012

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*See Supplement for Additional Purpose/Scope of Survey Request*

*Use supplemental page when text exceeds this limit *

*Click Here to Go to Supplemental Sheet*
**Survey Request (DOT Form 355-001 EF)**

<table>
<thead>
<tr>
<th>PE/Manager</th>
<th>Org. Number</th>
<th>Date Requested</th>
<th>Date Needed</th>
<th>Team Leader/Contact Name</th>
<th>Contact Phone</th>
<th>Traffic Control Required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Work Order**

<table>
<thead>
<tr>
<th>Work Order</th>
<th>Group</th>
<th>Work Op</th>
<th>Ctrl. Section</th>
<th>Project Name</th>
<th>State Route</th>
<th>Project Limits</th>
<th>Has a Project Folder Been Created?</th>
<th>Location:</th>
<th>Type of Survey</th>
<th>Purpose/Scope of Survey Request</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Type of Survey**

- Location
  - General Topo
  - Control Network
  - Alignment
- Construction
  - Construction Layout
  - Restaking
  - As-Built
- Alignment
  - Right of Way Limits
  - Ferry Terminal
  - Sundry Site Plan
  - Utilities
  - Land Plat
  - Other, explain below

**Purpose/Scope of Survey Request**

[Text box for purpose and scope]

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**DO NOT FILL BEYOND this area, click here to go To Purpose/Scope of Survey Request Supplemental**

<table>
<thead>
<tr>
<th>Datum:</th>
<th>Explained:</th>
<th>Project Combined Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizontal Datum</td>
<td>Vertical Datum</td>
<td>CF:</td>
</tr>
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</tbody>
</table>

**Project's Survey Document Location**

<table>
<thead>
<tr>
<th>Project Control File Location</th>
<th>Project Datum Calculation Report Location</th>
<th>Is Report Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Research on Hand**

- Existing R/W Plans
- Previous Construction Alignment Plans
- Rail Road Plans
- Utility Plans
- Assessor's Map
- Records of Surveys
- Monumentation Maps
- Other (See Attached)
- Report of Survey Marks
- Bench Mark Locations

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**DOT Form 355-001 EF**

06/2011
## Survey Crew (to be filled out by survey crew only)

<table>
<thead>
<tr>
<th>Survey Crew</th>
<th>Org. Number/Company</th>
<th>Date Received</th>
<th>Date Completed</th>
</tr>
</thead>
</table>

- **Contact Phone**
  - Equipment Used:
    - □ RTK-GPS
    - □ Compass/Pocket Tape
    - □ Static/Static
    - □ Digital Level
    - □ Total Station
    - □ Auto Level
    - □ Scanner
    - □ Other, explain below

- **Control Network**
- **Survey Files Location (CD, floppy disk, or network/web location)**
- **Electronic Fieldbook (File Name)**

### Non Standard Field Codes Used

<table>
<thead>
<tr>
<th>ALPHA Code</th>
<th>Description</th>
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<tbody>
<tr>
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<td></td>
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</tr>
</tbody>
</table>

**See Supplement for Additional Purpose/Scope of Survey Request**

- Yes  □  No  □  

**Use supplemental page when text exceeds this limit**

**Survey Party Chief Comments:**

- Use supplemental page when text exceeds this limit

**See Supplement for Additional Purpose/Scope of Survey Request**

- Yes  □  No  □  

**Click Here to Go to Supplemental Sheet**

**Name, Printed**

**Signature**

**Date Signed**
## F2.02 InRoads Location Survey Checklist

<table>
<thead>
<tr>
<th>Project Items</th>
<th>Folder Location</th>
<th>Initials</th>
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</thead>
<tbody>
<tr>
<td>Processed Data in Fieldbooks (*.fwd)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MicroStation Graphics File</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surface File</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geometry Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey Request Form w/ Surveys' portion complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>InRoads Project Spreadsheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Control and Monumentation Documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Datum Documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control Traverse Documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raw Data Files</td>
<td></td>
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<tr>
<td></td>
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</tr>
<tr>
<td><strong>Delivery Method</strong></td>
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<td></td>
</tr>
<tr>
<td>[ ] Network Location: __________________________</td>
<td></td>
<td></td>
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<tr>
<td>[ ] CD/DVD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Other (Specify): ____________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

Survey Signature

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*Note: The above image contains a table with various project items and their corresponding sections for checking.*