

<p align="center">STAGE 3 PLAN REVIEW DISTRIBUTION</p> <p align="center">Plans are to be distributed electronically via email by providing a link to the PDFs in ProjectWise. For submittals with multiple recipients, the submittal should be addressed to the recipient that is bold and capitalized. All other recipients for the submittal are copied. If a recipient requires hard copies, it will be noted in the "Remarks" section. The recipients shown for each submittal are not all inclusive.</p>			
<p align="center">Distribution of Preliminary Plans</p>			
Purpose	Recipient	Information Needed	Remarks
Pre-Design			
Kickoff Meeting (For larger and/or more complex projects.)	DISTRICT PROJECT ENGINEER	Title Sheet	
	District Area Engineer		
	ADA of Engineering		
	ADA of Operations		
	HQ Utilities		
	District Utility Specialist		
	Real Estate Administrator		
	Assistant Real Estate Administrator		
	Real Estate Chief Appraiser		
	Real Estate Regional Manager		
	Road Design Section		
	Bridge Design Section		
	District Bridge Engineer		
	Environmental Section		
	Railroad Construction Unit		
MPO			
LPA			
Consultant			
30% Preliminary			
Pavement Design	Pavement and Geotechnical Section	Title Sheet, Proposed Typical Section, Traffic Data	
Utility Review	HQ UTILITIES	Title Sheet, Plan/Pro Sheets	
	District Utility Specialist		
60% Preliminary			
Road Design	Road Design Section	Full Plan Set	
Bridge Design	Bridge Design Section	Full Plan Set	Bridge within project limits.
Geometric Review	Traffic Engineering Development	Full Plan Set	
Soil Borings, Probing, Sub-grade Soil Survey, pH & Resistivity	DISTRICT LAB ENGINEER	Title Sheet, General Bridge Plan, Plan/Pro Sheets	
	Pavement and Geotechnical Section		
Drainage Review	Hydraulics Section	Full Plan Set, Drainage Calculations	All projects.
Begin Property Survey & Base Right-of-Way Maps	Location & Survey Section	Title Sheet, Plan/Pro Sheets	Preliminary taking lines.
Environmental Initiation	ENVIRONMENTAL SECTION	Title Sheet, Plan/Pro Sheets	Initiate environmental process and for permit determination.
	Environmental Section Permit Coordinator		
Railroad Review	Railroad Construction Unit	Title Sheet, Plan/Pro Sheets	If railroads tracks are within the project limits, adjacent to the project or near* the terminus.
Utility Review	HQ UTILITIES	Title Sheet, Plan/Pro Sheets	
	District Utility Specialist		
Real Estate Review	REAL ESTATE ADMINISTRATOR	Title Sheet, Plan/Pro Sheets	
	Assistant Real Estate Administrator		
	Real Estate Chief Appraiser		
	Real Estate Regional Manager		
95% Preliminary			
95% Preliminary Plan-In-Hand Meeting (Plans must be distributed at least 21 days prior to meeting. For In-House projects, the Project Manager is responsible for taking notes at the PIH meeting. For Consultant projects, the Project Manager may delegate that responsibility to the Consultant.)	HQ Construction Area Engineer	Full Plan Set (w/ Master Summary Sheet)	
	District Project Engineer		
	District Area Engineer		
	ADA of Engineering		
	ADA of Operations		
	Traffic Engineering Development		
	District Traffic Operations Engineer		
	HQ Utilities		
	District Utility Specialist		
	District Permits Specialist		
	Pavement and Geotechnical Section		
	Road Design Section		
	Real Estate Administrator		
	Assistant Real Estate Administrator		
	Real Estate Chief Appraiser		
	Real Estate Regional Manager		
	Bridge Design Section		
	District Bridge Engineer		
	ITS Section		
	FHWA		
	FAA		
	Environmental Section		
	Environmental Section Permit Coordinator		
	DOTD Landscape Architect		
	Consultant		
Compliance			
Value Engineering & Cost Estimate Director			
MPO			
LPA			
Railroad Construction Unit			
100% Preliminary			
Response to PIH Meeting Comments	Same as PIH meeting recipients	List of all comments received at PIH meeting along with a response to each	
Finalize Property Survey & Base Right-of-Way Maps	Location & Survey Section	Title Sheet, Plan/Pro Sheets	Final taking lines.

Figure 1-02: Stage 3 Plan Review Distribution
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Distribution of Final Plans				
Purpose	Recipient	Information Needed	Remarks	
Final Right-of-Way				
Joint Plan Review (If a Joint Plan Review meeting is deemed necessary, the Project Manager is responsible for setting up the meeting and taking notes. Location & Survey will run the meeting.)	LOCATION & SURVEY SECTION	Full Plan Set, Base Right-of-Way Maps	Any changes to the taking lines prior to the JPR do not require the approval of the Road Design Administrator. Only after the JPR and any comments addressed, are the right-of-way maps considered final and any changes thereafter would require approval of the Road Design Administrator.	
	HQ Utilities			
	ADA of Engineering			
	ADA of Operations			
	District Utility Representative			
	District Project Engineer			
	District Area Engineer			
	Real Estate Administrator			
	Assistant Real Estate Administrator			
	Real Estate Chief Appraiser			
	Real Estate Regional Manager			
	Road Design Section			
	Bridge Design Section		Bridge within project limits.	
	Consultant		If applicable	
Revised Final Right-of-Way (Approval of Road Design Administrator required before making submittal.)	LOCATION & SURVEY SECTION	Title Sheet, Specific Plan/Pro Sheets (w/ changes to r/w highlighted)		
	HQ Utilities			
	ADA of Engineering			
	ADA of Operations			
	District Utility Specialist			
	District Project Engineer			
	District Area Engineer			
	Real Estate Administrator			
	Assistant Real Estate Administrator			
	Real Estate Chief Appraiser			
	Real Estate Regional Manager			
	Environmental Section			
	Environmental Section Permit Coordinator		Projects of Division Interest (PoDI)	
	FHWA			
60% Final				
Geometric Review	Traffic Engineering Development	Full Plan Set		
Drainage Review	HYDRAULICS SECTION	Full Plan Set, Drainage Calculations	For sub-surface drainage projects.	
	HQ Utility Section			
	District Utility Specialist			
Value Engineering Review	Value Engineering & Cost Estimate Director	Full Plan Set & Cost Estimate	Bridge projects over \$40M, all projects over \$50M	
95% Final				
95% Final Advance Check Prints (ACP) (If deemed necessary by the Project Manager, a 95% Final Plan meeting can be held for larger and/or more complex projects. If this meeting is held, the Constructability Review Form is not required and meeting notes can be used in lieu of the form.)	HQ Construction Area Engineer	Full Plan Set		
	District Area Engineer	Full Plan Set & Constructability Review Form	EDSM III.1.1.32	
	District Project Engineer			
	Plan Quality Unit	Full Plan Set & Constructability Review Form		
	ADA of Engineering	Full Plan Set	Bridge within project limits. If fiber optics are within project limits. Projects of Division Interest (PoDI). Bridge projects over \$40M, all projects over \$50M If within MPO area. Submit one half-size hard copy at this stage only if you need Contracts & Specifications to start working on proposal early. Otherwise, make electronic submittal. If railroads tracks are within the project limits, adjacent to the project or near * the terminus.	
	ADA of Operations			
	Traffic Engineering Development			
	District Traffic Operations Engineer			
	HQ Utilities			
	District Utility Specialist			
	District Permits Specialist			
	Pavement and Geotechnical Section			
	Road Design Section			
	Real Estate Administrator			
	Assistant Real Estate Administrator			
	Real Estate Chief Appraiser			
	Real Estate Regional Manager			
	Bridge Design Section			
	District Bridge Engineer			
	ITS Section			
	FHWA			
	Environmental Section			
	Environmental Section Permit Coordinator			
DOTD Landscape Architect				
Consultant				
Value Engineering & Cost Estimate Director				
MPO				
Contracts & Specifications				
Railroad Construction Unit				
98% Final				
Contracts & Specifications Review	Contracts & Specifications	Full Plan Set	Submit one half-size hard copy.	
Construction Proposal	Contracts & Specifications	Supplemental Construction Proposal Information Form		
Chief Engineer's Signature				
Final Plans & Estimate for Signature	Chief Engineer	Full Plan Set, QA/QC Checklist, Constructability Review Form, Engineer Estimate Signature Sheet, AASHTOWare Cost Estimate	If following a digital plan process: Submit one half-size hard copy along with email that contains link to PDF plan set. Title sheet will be digitally signed by the Chief Engineer.	
100% Final Plans				
Final Signed Plans	General Files	Full Plan Set, Distribution Form	Send a copy of the stamped General Files transmittal letter to: Contracts & Specifications, Electronic Plans/Falcon Manager, Construction, District Administrator, ADA of Engineering, ADA of Operations, District Area Engineer, District Project Engineer, Location & Survey, HQ Utilities, Road Design, Bridge Design, MPO and LPA.	

Figure 1-02: Stage 3 Plan Review Distribution
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Distribution of Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP)			
Purpose	Recipient	Information Needed	Remarks
Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP)	Construction Section	NOI Form SWPPP Form	To be submitted for projects disturbing > 1 acre only after the project has been awarded by the Chief Engineer.

Distribution of Change Orders			
Purpose	Recipient	Information Needed	Remarks
Change Order	CONSTRUCTION SECTION	Title Sheet, Voided Sheets, Revised Sheets	Submit ten half-size hard copies and four full-size hard copies. EDSM I.1.1.28
	HQ Utilities		Projects of Division Interest (PoDI)
	District Utility Specialist		
	FHWA		
	Real Estate Administrator	Title Sheet, Revised Plan/Pro Sheets	Only if right-of-way has changed.
	Assistant Real Estate Administrator		
	Real Estate Chief Appraiser		
	Real Estate Regional Manager		

*Definition of "near":

1. If the project begins or ends between the crossing and the LADOTD required advanced placement distance for the advanced (railroad) warning sign and the project involves roadway surfacing improvements (with the exception of preservation treatments and striping projects). See LADOTD Pavement Marking Standard Plans for distance.
2. An intersection traffic signal within the project is linked to the crossing's flashing light signal and gate or is within 200' of a crossing.