**FIELD CHECK NOTIFICATION**

(Consultant-designed projects should be on the consultant’s letterhead)

     , 20

Preliminary  Final  Field Check Notification

Work Type:

Route:

Des No.

PE Project No.

R/W Project No.

CN Project No.

Bridge File:

Over

Location:       mi       of      , in       County

A Preliminary  Final  Field Check for this project has been scheduled for [date and time]. The meeting will be held at [location]. Anyone wishing to provide input into the design of this project should plan to attend.

Utilities with facilities within the limits of this project should review the plans to determine if their existing facilities are accurately shown. Utilities that believe that their facilities will need to be adjusted should attend this meeting. This meeting could provide opportunities for design changes that could eliminate some utility conflicts.

Utilities will be contacted by [name], the INDOT-assigned utility coordinator, regarding the project schedule and relocation coordination. The utility coordinator can be reached at [phone number and email address].

The INDOT project manager for this project is [name] and can be contacted at [phone number and email address].

[designer name]

[title]

The distribution of this notification is as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| INDOT CENTRAL OFFICE DISTRIBUTION | | | | | |
| Recipient | PFC | FFC | Letter | Plans | X-Sec. |
| Environmental Policy Manager,  Environmental Services Div. (C) | X | X | X | X |  |
| Geotechnical Design Engineer,  Geotechnical Services Div. | X | X | X | X | X |
| Major-Project Manager,  Project Management Div. (C) | X | X | X | (2) | (2) |
| Railroads Team Leader,  Utilities and Railroads Div. (C) | X |  | X | X |  |
| Acquisition Team Leader,  Real Estate Div. | X | X | X | (3) |  |
| Real Estate Administrative Services  Team Leader, Real Estate Div. | X | X | X |  |  |
| Real Estate Property Mgmt.  Team Leader, Real Estate Div. | X |  | X | X (4) |  |
| Utilities Team Leader,  Utilities and Railroads Div. (C) (5) | X | X | X |  |  |
| Field Engineer,  Construction Management Div. | X |  | X |  |  |
| INDOT DISTRICT DISTRIBUTION | | | | | |
| Bridge Inspection Engineer (11) | X | X |  | X |  |
| Construction Engineer | X | X | X | X | X |
| Design Office Manager (D) (6) | X | X | X | X | X |
| Environmental Scoping Mgr. (D) | X | X | X | X |  |
| Highway Maintenance Director | X | X | X |  |  |
| Planning and Programming Director | X | X | X |  |  |
| Production Director | X | X | X |  |  |
| Program Coordinator | X | X | X |  |  |
| Railroads Team Leader (D) | X |  | X | X |  |
| Real Estate and R/W Pgm. Dir. (D) | X | X | X | X |  |
| System Assessment Mgr. (D) | X | X | X |  |  |
| Testing Office Mgr. (D) | X | X | X | X | X |
| Traffic Operations Mgr. | X | X | X | (7) |  |
| Utilities Team Leader (D) | X | X | X | X | X |
| NON-INDOT DISTRIBUTION | | | | | |
| City officials (8) | X | X | X |  |  |
| County Road Spvsr. or Hwy. Engr. | X | X | X | (9) |  |
| FHWA Area Engineer | X | X | X | (10) |  |
| U.S. Fish and Wildlife Service | X | X | X |  |  |
| Utility Companies | X | X | X | X | X |

Notes:

(C) Central-Office-developed project only

(D) District-developed project only

(1) only for project other than Interstate-route bridge rehabilitation

(2) only if plans do not change from initial submittal

(3) only if additional right of way is required

(4) 2 sets plans if additional right of way is required

(5) only if Major Moves or Major New project

(6) only if district-developed, or if signs, pavement markings, signals, or lighting are involved

(7) only if traffic project.

(8) only if metropolitan area is affected

(9) only if legal drains, etc., are involved

(10) only if project requires FHWA oversight

(11) only if bridge project