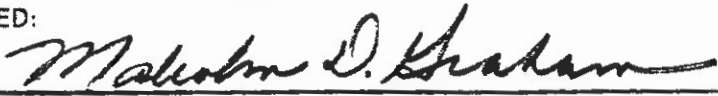


file

<b>SUPERSEDED BY EB 00-009</b> <b>EFFECTIVE 1/24/2000</b> Director, Preliminary Plan Review Bureau		<b>ENGINEERING</b> <b>FORMS INSTRUCTION</b> NEW YORK STATE DEPARTMENT OF TRANSPORTATION											
<table border="1"> <tr> <td>PREL</td> <td>FINAL</td> </tr> <tr> <td>PHOTOGRAM.</td> <td>LANDSCAPE</td> </tr> <tr> <td colspan="2" style="text-align: center;">RECEIVED</td> </tr> <tr> <td colspan="2" style="text-align: center;">FACILITIES DESIGN SUBDIVISION</td> </tr> <tr> <td colspan="2" style="text-align: center;">FEB 25 1976</td> </tr> </table>		PREL	FINAL	PHOTOGRAM.	LANDSCAPE	RECEIVED		FACILITIES DESIGN SUBDIVISION		FEB 25 1976		<b>SUBJECT:</b> RECOMMENDATION FOR PROJECT DESIGN OUTSIDE OF REGION OFFICE  Subject Code: 7.25 - 900 - HC 190	
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<b>Distribution:</b> <table border="1"> <tr> <td>CIRC.</td> <td><input checked="" type="checkbox"/> Main Office</td> <td><input checked="" type="checkbox"/> Regions</td> <td><input type="checkbox"/> Special</td> </tr> <tr> <td>FILE</td> <td>DESIGN</td> <td></td> <td></td> </tr> </table>		CIRC.	<input checked="" type="checkbox"/> Main Office	<input checked="" type="checkbox"/> Regions	<input type="checkbox"/> Special	FILE	DESIGN			Code: <u>EI 76-18</u> Date: <u>2/9/76</u>  Supersedes: EI 73-71			
CIRC.	<input checked="" type="checkbox"/> Main Office	<input checked="" type="checkbox"/> Regions	<input type="checkbox"/> Special										
FILE	DESIGN												
<b>APPROVED:</b>  Deputy Chief Engineer, Facilities Design Subdivision													

I PREPARATION

For each project for which the Regional Director wishes to request design assistance one original and four copies of Form HC 190 are completed and distributed as follows:

A. Heading

1. Date - Enter date request is signed by Regional Director.
2. Subject - Enter the design phases for which assistance is being requested (Phases I-IV, Phases V & VI, or Phases I-VI).

B. Project Information

1. PIN - Enter the appropriate nine-digit project identification number.
2. County - Enter county in which project is located.
3. Length - Enter length of project in miles.
4. Design Class - Enter appropriate design class per Table 2-1 or 2-3 in the Design Manual.
5. PS&E Date - Enter month and year of programmed PS&E date.
6. Location/Design Approval Date - Enter actual or estimated date of appropriate approval.
7. Design Phase - Enter the design phase the project is presently in.
8. Authorization Date - Enter actual or estimated date of phase authorization.
9. Fund Source - Enter source of construction funds. Use abbreviations from the "Capital Project Progress Report - Description and Definition of Terms," November 1974.
10. Major/Non-Major - Enter anticipated type.
11. EIS/4f/106 Required - Enter anticipated reports required.
12. Project Description - Enter description as carried in current work program and also brief narrative description of project.
13. Degree of community participation - Enter estimated number of community meetings and indicate expected degree of participation as low, medium or high.
14. Map - Attach a good quality 8-1/2" x 11" map that clearly defines the project location, project limits and the location of crossroads, interchanges and structures by map key number.

Subject: RECOMMENDATION FOR PROJECT DESIGN OUTSIDE REGION OFFICE

- C. Crossroads - Identify the crossroads and check the anticipated type of treatment at intersections or interchanges. If major work is anticipated on the crossroad annotate the description with an (\*). (If more space is needed, enter additional crossroads in "Remarks")
- D. Structures - Phases V & VI
1. This section is only to be completed for projects in Phases V & VI.
  2. Enter the key number assigned on the "Project Location Map", type (highway, stream, railroad), length, width, main line over or under and estimated cost of each structure. Annotate the bridge type with a (T) if a twin bridge is anticipated.
- E. Estimated Cost - Enter the estimated cost of the highway portion, structures portion, the grand total construction cost and the right of way cost.
- F. Information Presently Available
1. Indicate in the appropriate block which of the listed information is available.
  2. For project mapping indicate scale and year prepared.
  3. For project reports indicate date of most recent approval and by whom.
  4. List and describe any other pertinent information available.
- G. Photogrammetric Mapping
1. Indicate in the appropriate block which of the listed photogrammetric mapping is required.
  2. Indicate the required scale for this mapping.
- H. Proposed Work Assignment.
1. Indicate in the appropriate block which of the listed items will be accomplished by the region office and which are to be done outside the region.
  2. For those items to be accomplished outside the region office by the Design Bureau, a consultant or another region indicate the estimated number of man-days required to complete the work.
  3. Those items identified with an asterisk (\*) are design support items normally expected to be accomplished by the region, regardless of who does the design. A request for accomplishment outside the region must be justified in the remarks section.
  4. Structure Design includes structure reconstruction and structure widening. The Regional Director may on occasion wish to provide this work and should so request in the remarks section. However, approval by the Deputy Chief Engineer Structures is required. Man days for structural design need not be estimated by the Regional Director, the Structures Subdivision will provide an estimate.

Subject: RECOMMENDATION FOR PROJECT DESIGN OUTSIDE REGION OFFICE

I. Remarks

1. Include justification for asterisked (\*) items in "Proposed Work Assignment."
2. Include a discussion of any special requests, special problems or project parameters.
3. Include additional crossroads if sufficient space is not available under "Crossroads."

J. Work Assignment

1. This section is for main office use only.
2. The Deputy Chief Engineer Facilities Design will assign the non-structural project design to the appropriate group.
3. The Deputy Chief Engineer Structures will indicate for projects in Phases V & VI which structures will be designed by a consultant, which will be designed by the Structures Subdivision or those structures to be designed by the Region if reconstruction or widening is involved.
4. When structural design is to be accomplished by a consultant the Structures Subdivision will estimate man days required.

II DISPOSITION

- A. Regional Director sends the original and three copies to the Deputy Chief Engineer Facilities Design and retains one copy for his file.
- B. Project Design Phases I-IV
  1. Deputy Chief Engineer Facilities Design makes the design assignment decision and retains one copy for his files.
  2. Deputy Chief Engineer Facilities Design sends original to either the Design Bureau or the Region assigned to accomplish the design and sends one copy to the Regional Director who initiated the request for design assistance.
  3. Deputy Chief Engineer Facilities Design sends one informational copy to Deputy Chief Engineer Structures when structures are involved.
- C. Project Design Phases V & VI
  1. Deputy Chief Engineer Facilities Design makes non-structural design assignment.
  2. Deputy Chief Engineer Facilities Design sends original and three copies to Deputy Chief Engineer Structures if structural design is required.
  3. Deputy Chief Engineer Structures makes structures design assignment decision, retains one copy for his files and returns the original and two copies to the Deputy Chief Engineer Facilities Design.
  4. Deputy Chief Engineer Facilities Design retains one copy for his files, sends original to either the Design Bureau or the Region assigned to accomplish the design, and sends one copy to the Regional Director who initiated the request for design assistance.

Subject: RECOMMENDATION FOR PROJECT DESIGN OUTSIDE REGION OFFICE

MEMORANDUM  
DEPARTMENT OF TRANSPORTATION

DATE

SUBJECT RECOMMENDATION FOR PROJECT DESIGN OUTSIDE REGION OFFICE - PHASES \_\_\_\_\_

FROM REGIONAL DIRECTOR REGION \_\_\_\_\_

Signature

TO DEPUTY CHIEF ENGINEER FACILITIES DESIGN, RM. 405, BLDG. 5

PROJECT INFORMATION

PIN:	COUNTY:	LENGTH:	DESIGN CLASS:	PS&E DATE:
LOCATION/DESIGN APPROVAL DATE:		DESIGN PHASE:		AUTHORIZATION DATE:
FUND SOURCE:		MAJOR/NON MAJOR:		EIS/4f/106 REQUIRED:
PROJECT DESCRIPTION:				
DEGREE OF COMMUNITY PARTICIPATION: (EST. NO. OF MTGS)				
ATTACH 8-1/2" x 11" PROJECT MAP LOCATING CROSSROADS, INTERCHANGES AND STRUCTURES (ASSIGN KEY NUMBERS)				

CROSSROADS

CROSSROAD	MAP KEY	CHECK (✓)			ANTICIPATED TYPE		
		AT-GRADE	HGS	DIAMOND	PARCLO	CLOVERLEAF	DIRECTIONAL

STRUCTURES - PHASES V & VI

MAP KEY & TYPE	LENGTH	WIDTH	O/U	COST	MAP KEY & TYPE	LENGTH	WIDTH	O/U	COST

ESTIMATED COST

HIGHWAY	STRUCTURES	TOTAL CONSTRUCTION	ROW
MILLION	MILLION	MILLION	MILLION

INFORMATION PRESENTLY AVAILABLE

	YES	SCALE: 1"=	YEAR:	NO
GROUND SURVEY				
PHOTOGRAMMETRICS				
SCREENED ENLARGEMENTS				
PROJECT REPORT III (PLANNING STATEMENT)			DATE APPROVED:	
PROJECT REPORT V (DESIGN RECOMMENDATION)			DATE APPROVED:	
TRAFFIC DATA			DATE APPROVED:	
SOILS BORINGS			TYPE:	
SOILS REPORTS			TYPE:	
OTHER (LIST):				

PHOTOGRAMMETRIC MAPPING REQUIRED

	YES	SCALE: 1"=	NO
PHOTOGRAMMETRIC MAPS FOR PHASE I - IV			
SCREENED ENLARGEMENTS FOR PHASE I - IV			
AERIAL PHOTO FOR PHASE I - IV			
PHOTOGRAMMETRIC MAPS FOR PHASE V & VI			
BRIDGE SITE PLANS FOR PHASE V & VI			

HC 190a (12/75)

Subject: RECOMMENDATION FOR PROJECT DESIGN OUTSIDE REGION OFFICE

HC 190a (12/75) REVERSE

PROPOSED WORK ASSIGNMENT

DESCRIPTION OF WORK TO BE DONE	PHASES I - IV			PHASES V & VI		
	✓ APPROPRIATE ITEM		MAN DAYS IF OUTSIDE	✓ APPROPRIATE ITEM		MAN DAYS IF OUTSIDE
	REGION OFFICE	OUTSIDE REGION		REGION OFFICE	OUTSIDE REGION	
* GROUND SURVEY						
* GROUND SURVEY PLOTTING						
* CONTROL FOR PHOTOGRAMMETRY						
PROJECT REPORTS IV & V						
AIR STUDY						
NOISE STUDY						
WATER QUALITY STUDY						
ABSTRACT REQUEST MAP						
* ROW PLAN						
* ROW MAPS						
DETAIL PLANS AND PS&E						
SIGNS & SIGNALS						
LIGHTING						
* LANDSCAPING						
* SOILS STAKE OUT						
* SOILS INVESTIGATION						
BRIDGE SITE DATA						
STRUCTURE DESIGN						
MAJOR HYDRAULIC STUDY						
OTHER						

\*REQUEST FOR ACCOMPLISHMENT OUTSIDE REGION MUST BE EXPLAINED IN REMARKS SECTION.

REMARKS:

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

WORK ASSIGNMENT - FOR MAIN OFFICE USE ONLY

HIGHWAY DESIGN BY: ( ) REGION ( ) DESIGN BUREAU ( ) CONSULTANT

DATE:

DEPUTY CHIEF ENGINEER FACILITIES DESIGN

PHASE V & VI STRUCTURES DESIGN BY:

DATE:

STATE		CONSULTANT			
MAP KEY	MAP KEY	MAP KEY	MAN DAYS	MAP KEY	MAN DAYS

DEPUTY CHIEF ENGINEER STRUCTURES