

REVISION NOTES: Revisions to this chart effective 6/09 require a submission to ITS for projects affecting routes within their purview. Calc Books are also now required at the 75% and 100% stage. An additional set of plans is now needed for Police. Finally, see Note 9 and the ITS PLANS tab.

DESIGN SUBMISSION DISTRIBUTION CHART

	25%												75%							100%										
	HIGHWAY PLANS	BRIDGE SUBMISSIONS *	X-SECTIONS	ESTIMATE	DER**	FDR**	PREL. ROW	TRAFFIC & SAFETY ENGINEERING CHECKLIST	25% DESIGN CHECKLIST	ENVIRON. CHECKLIST	PAVEMENT CHECKLIST & CALCS	HIGHWAY PLANS	BRIDGE SUBMISSIONS *	X-SECTIONS	SPECIAL PROVISIONS	ESTIMATE & CALC BOOK	LAYOUT PLANS & INST	PRELIMINARY ROW PLAS	75% DESIGN CHECKLIST	PAVEMENT CALCS***	HIGHWAY PLANS	BRIDGE SUBMISSIONS *	X-SECTIONS	SPECIAL PROVISIONS	ESTIMATE & CALC BOOK	DETAIL SHEETS	FINAL ROW PLANS	100% / PSE DESIGN CHECKLIST	PAVEMENT CALCS***	
DISTRICT																														
PROJECTS	H1		H1									H1		H1								H1		H1						
TRAFFIC	H1					H1						H1										H1								
UTILITY/CONSTRUCTABILITY ENGINEER	H1	H1	H1									H1		H1								H1		H1						
TRAFFIC ENGINEERING	E					E						E										E								
REGULATIONS UNIT (Note 1)												E										E								
ENVIRONMENTAL (Note 2)	H1	H1		E			E			E		H1			E						H1	H1		E	E				E	
RIGHT OF WAY	E						H1					E										E						H2		
LAYOUTS																			H1											
AAB COORDINATOR	H1											H1										H1								
BICYCLE AND PED COORD (Note 3)	H1		H1									H1		H1								H1		H1						
CONSTRUCTION (Note 4)																						H1								
LANDSCAPE SECTION	E											E										E								
PAVEMENT MANAGEMENT (Note 5)	E											E										E								
FHWA (Note 6) (half size)	H1		H1				H1					H1		H1								H1		H1						
MUNICIPALITY/POLICE/OTHER (Note 7)	H2											H4										H2								
UTILITIES (Note 8)	CD											CD										CD								
MBTA																														
MBTA																														
MWRA																														
INTELLIGENT TRANS. SYSTEMS (Note 9)	E																					E								
PROJECT MANAGER	H1		H1		H1	H1	H1					H1		H1	H2	H2						H1		H1				H1		
PROJECTINFO FILE REPOSITORY**	E	E**	E	E	E	E	E	E	E	E	E	E		E	E	E	E				E	E**	E	E	E	E	E	E	E	E

13 5 2 2 2 2
 1-1/2 scale 1-1/2 scale
 1 Partial for MWRA

- 1 Federal Aid projects only
- 2 Refer to "Chapter 2 Appendix 2-A-6 and 2-A-7, Environmental Requirements for 25% Design" of the Project Development and Design Guidebook
- 3 75% and 100% submittals to Bicycle and Ped. Coordinator not necessary if approved at 25% (unless design has changed)
- 4 Plans needed for Estimated Construction Duration
- 5 Refer to "Chapter 9 Appendix" of the Project Development and Design Guidebook. Also, Pavement Management will no longer accept paper plans for review.
- 6 Refer to Federal Oversight Agreement dated 3-8-99
- 7 A minimum of two (2) sets of plans are now required for Municipalities and Police Departments. Engineering judgement shall be exercised to determine how many additional submissions are needed for municipalities and other state agencies or affected project stakeholders.
- 8 See Engineering Directive E-10-03 Electronic Utility Plan Submissions
- 9 Refer to ITS PLANS tab below.
- * Refer to the most recent version of the Bridge Manual for specific submission requirements. However, one full set of Bridge plans and documents should be given to the Project Manager.
- ** All non-plan submissions should be posted to the ProjectInfo Repository. Engineering judgement shall be exercised to determine the number of paperbased submissions required for each DER, FDR, Calculation Book, or other report.
- *** Pavement Plans and Calcs needed only if not approved at 25%.