


# Manual Change Transmittal

<p>TITLE</p> <p><b>PROJECT DEVELOPMENT PROCEDURES MANUAL</b></p>	<p>APPROVED BY</p>  <p>JANICE BENTON, Chief</p>	<p>Date Issued: January 14, 2022</p> <p>Page 1 of 1</p>
<p>SUJECT AREA</p> <p>Streamlining project development procedures for all project that requires an encroachment permit</p>	<p>ISSUING UNIT</p> <p>DIVISION OF DESIGN</p>	
<p>SUPERCEDES</p> <p>Chapter 1 – Introduction Chapter 2 – Roles and Responsibilities Chapter 9 – Project Initiation Chapter 12 – Project Approvals and Changes to Approved Projects Chapter 21 – Design Standard Decisions Appendix I – Preparation Guidelines for Design Engineering Evaluation Report Template - Design Engineering Evaluation Report Template</p>	<p>DISTRIBUTION</p> <p><b>ON-LINE</b></p>	

The official version of the Project Development Procedures Manual (PDPM) is the electronic version located on the [California Department of Transportation \(Caltrans\) Division of Design Website](#).

The PDPM Chapters 1, 2, 9, and 21, Appendix I and the Appendix I template were revised to implement the two policy memos “Encroachment Project Process Enhancements” dated June 12th, 2020, and “Quality Management Assessment Process (QMAP) Utilizing Design Engineering Evaluation Report (DEER) Documentation and Cooperative Agreements” dated February 24th, 2021. Revised content includes the criteria used to determine if initiation of a project that requires an encroachment permit can use the DEER, and application of a project specific Quality Management Plan (QMP).

Revisions also include miscellaneous changes to remove inconsistencies, correct terminology, update references, and correct formatting. The locations of revisions are marked with a vertical line within the manual accordingly.

Some of the references found in the PDPM have hyperlinks that connect to Caltrans intranet pages which are not displayable to the public. Until such time that the specific reference becomes available on the internet, the user will have

to contact their district liaison, Caltrans project manager, or the appropriate Headquarters division to inquire about the availability of the reference.

PDPM holders are encouraged to use the most recent manual version available online at the above website. Should a manual holder choose to maintain a paper copy, the holder is responsible for keeping their paper copy up to date and current. If you received this manual change transmittal by some method other than the electronic notification service for project development procedure updates and would like to become a recipient, please visit:

[PDPM updates weblink](#)