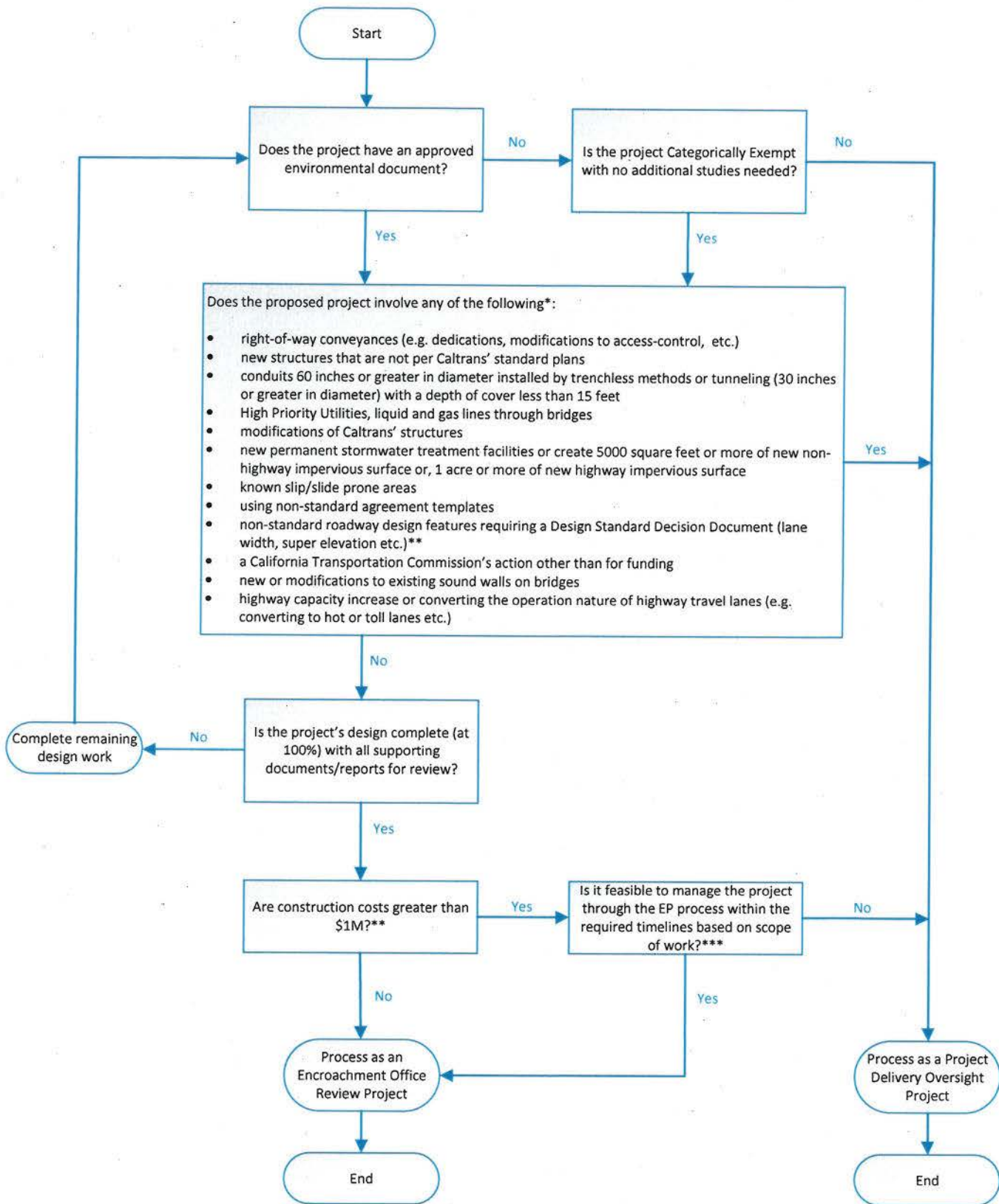


PROJECT REVIEW PROCESS (DRAFT)



* Applicants are advised to consult with Caltrans early in the planning or design phase when a project has any of the identified elements in this box. This will facilitate the evaluation of the proposed project, the best design alternative, and an efficient project approval process before the applicant spends significant resources on a design alternative that may not be approvable.

**Not applicable for utility-only projects.

*** The District Permit Engineer, in consultation with all impacted functional units will determine the appropriate review process based on the scope and level of oversight needed to deliver a quality project. A pre-permit application meeting with all impacted stakeholders is required to evaluate the feasibility of the proposal, understand its scope, identify the review process and establish roles and responsibilities.

CHECK LIST TO DETERMINE CALTRANS REVIEW PROCESS FOR PROJECTS FUNDED BY OTHERS ON THE STATE HIGHWAY SYSTEM (EOP OR PDOP)

No.	Scope	True	False
1	Project has an approved environmental document (CE, ND, EIR, EIS etc.) or project is Categorical Exempt (CE) by CEQA and/or NEPA and doesn't require further studies or public outreach.		
2	Project design is complete, and submittal includes all supporting documents/reports.		
3	Project doesn't involve any right-of-way (ROW) conveyances (e.g.: dedications, relinquishments, modifications to ROW limits etc.).		
4	Project doesn't propose constructing new structures (e.g. Earth Retaining Structures like Retaining walls, Tie Backs, Soil Nails, Sound walls, Culverts etc.) that are not per Caltrans standard plans.		
5	Project doesn't propose conduits greater than 60" in diameter to be installed by trenchless methods or tunneling (Diameter 30" and above) with depth of cover less than 15 feet.		
6	Project doesn't propose High Priority Utilities, liquid and gas carrier pipes on or through bridges/Structures.		
7	Project doesn't propose structural modifications of Caltrans structures (certain superficial attachments are not considered structural modifications).		
8	Project doesn't propose new permanent stormwater treatment facilities, create 5000 sq. ft. or more of new non-highway impervious surface or create 1 acre or more newer highway impervious surface.		
9	Project is not proposed in known slip/slide prone areas and proposed work will not adversely impact geological stability.		
10	Project doesn't require agreements to be executed with Caltrans, or, an agreement is required but Caltrans standard templates can be used (e.g. maintenance, lease, Joint Use Agreements etc.).		
11	Project doesn't propose non-standard roadway design features (lane widths, super elevation etc.) requiring Design Standard Decision Document.		
12	Project doesn't require CTC action for other than funding approval (e.g.: Relinquishments, New Public Road Connections etc.).		
13	Project doesn't propose new sound walls on bridges or modifications to existing sound walls on bridges.		
14	Project doesn't propose increasing highway capacity or converting operational nature of highway lanes (e.g. converting to toll lanes or hot lanes etc.).		
15	Total project construction costs within State Highway right-of-way is 1 million dollars or less.		

I hereby certify that the above information provided related to this project is true and correct to the best of my knowledge and belief. I further understand that if information contrary to this is found at any stage during the Caltrans review process or if the project scope changes resulting in any of the above elements, project may have to be managed through a different Caltrans Review Process.

Applicant Name:

Signature:

Date:

October 1, 2019

Instructions:

1. This checklist is used to determine the appropriate review process (Encroachment Office Process or Project Delivery Oversight Process) for projects within State Highway right-of-way.
2. All projects that involve ground disturbance or have structure-related work are required to complete and attach this checklist with the encroachment permit application package submittal.
3. If "True" is checked for all the items in the checklist, project will be managed through Encroachment Office Process. If any of the questions is checked "False", project will be managed through Project Delivery Oversight Process, unless applicant can find an alternative to make this criterion not part of the encroachment project scope. **If the item checked "False" is the construction cost only (No.15), the Caltrans review team should decide on the review process.**
4. If additional information is needed on any of the elements listed in the checklist, refer to Section 108 of Encroachment Permit Manual (<https://dot.ca.gov/-/media/dot-media/programs/traffic-operations/documents/encroachment-permits/ep-manual-combined.pdf>) or contact you District Encroachment Permits Office (<https://dot.ca.gov/programs/traffic-operations/ep/district-contacts>).
5. This checklist must be reviewed with the project proponent/applicant at the initial consultation/ pre-permit submittal meetings to determine appropriate Caltrans project review process.

Abbreviations:

1. **EOP:** Encroachment Office Process
2. **PDOP:** Project Delivery Oversight Process
3. **CE:** Categorical Exemption
4. **CEQA:** California Environmental Quality Act
5. **NEPA:** National Environmental Policy Act
6. **ND:** Negative Declaration
7. **EIR:** Environmental Impact Report
8. **EIS:** Environmental Impact Statement
9. **CTC:** California Transportation Commission