

Representative	Preliminary Plan Review		PS&E Plan Review		Final Office Plan Review	
	Invite	Attend	Invite	Attend	Invite	Attend
Lead Designer or Technical Representative	SOI	Yes	SOI	Yes	SOI	Yes
Director - Office of Project Development	No	No	S or U	O	S or U	S* or U*
District Engineer	Yes	Yes	Yes	Yes	F	No
District - Assistant Engineer	Yes	Yes	Yes	Yes	F	No
Bridge Division Engineer	B	O	B	O	B	B+
Bridge – Assistant Engineer	B	O	B	O	B	B
Bridge – PE & Hydraulics Lead	Yes	Yes	Yes	Yes	B	B
Bridge – Design Lead	Yes	B	Yes	B	B	B
-Grp-DOT Construction Services Review	Yes	O	Yes	O	No	No
Design Division Engineer	No	No	Yes	O	D	D*
Design – Assistant Engineer for Roadway Design 2, 3, DOTSC/SDC, & Traffic Safety (choose as appropriate)	Yes	Yes	Yes	Yes	Yes	Yes
Design - Assistant Engineer for Roadway Design 1, 4, & Survey (choose as appropriate)	Yes	Yes	Yes	Yes	Yes	Yes
Design - Traffic Section Lead	Yes	O	Yes	O	Yes	O
Design – Team Lead	Yes	Yes	Yes	Yes	Yes	Yes
Design – Team Lead 4 (J)	Yes	O	Yes	O	Yes	O
ETS – Division Director	Yes	O	Yes	O	No	No
ETS – Assistant Division Director	Yes	O	Yes	O	No	No
ETS - Consultant Admin. Section (Consultant Projects Only)	No	No	Yes	No	No	No
ETS - Cultural Resources Section – Assigned Liaison	Yes	O	Yes	O	No	No
ETS - Environmental Sections 1 & 2 (All People of the Sections)	Yes	O	Yes	O	No	No
ETS - Environmental Section - Assigned Liaison	Yes	O	Yes	O	No	No
ETS - Technical Services Section	Yes	O	Yes	O	No	No
ETS - Permitting Engineer	Yes	O	Yes	O	No	No
Local Government Engineer	U	O	U	O	U	U
Local Government - Assistant Engineer	U	O	U	O	U	U
Maintenance Division – Engineer, Program Manager, Signing Manager, and Operations Section Supervisor	Yes	O	Yes	O	No	No
Maintenance Division - ITS Engineer	ITS	O	ITS	O	No	No
-Grp-DOT Materials & Research Review	Yes	O	Yes	O	No	No
-Grp-DOT Planning & Asset Mgmt. Review	Yes	O	Yes	O	No	No
Programming Division Engineer	No	No	Yes	No	No	No
Programming - Assistant Engineer	No	No	Yes	No	No	No
Programming - Traffic Operations Section	No	No	Yes	O	No	No
City and/or County	C or U	O	C or U	O	No	No
Tribal Council Chairman and/or BIA	T	O	T	O	No	No
FHWA – Project stewardship and oversight plan	MFT	O	MFT	O	No	No

SYMBOL LEGEND

B	Only if a BRIDGE/STRUCTURE is located within the project boundaries (Existing or Proposed).	C	If the City or County has cost participation.
F	Only forward the electronic final plans prior to Final Office Review for informational purposes for the District or Bridge Division.	D	Design Division projects only.
MFT	Only forward the invite and electronic plans to your Division’s Administrative Assistant for coordination with FHWA through their MFT website.	ITS	Only projects that involve ITS items.
O	Optional or as Appropriate.	RR	Only projects with at-grade rail crossings.
S	Strategic Projects only.	SOI	Send out invitations and organize meeting.
U	Urban Regional Projects (cities greater than 5,000) or ND Street Projects.	*	Signature of final plans.
		J	For Utility Coordination and ADA.
T	Involve the Tribal Council Chairman and BIA if Tribal Trust and/or Allotment lands are involved.	B+	Signature of final plans for Bridge Division Projects only.

ADDITIONAL NOTES

Preliminary Plan Reviews and PS&E Plan Reviews shall be organized around the schedule of the District.	
Final Office Plan Reviews shall be organized around the Director for Office of Project Development, Design Engineer, or Bridge Engineer schedule.	
The District needs to sign the “ <i>District Review</i> ” box on the title sheet of the plans for: <ul style="list-style-type: none"> All Strategic Projects District developed plans that are Minor Rehabilitation, Structural Improvement, Major Rehabilitation, or New/Reconstruction 	
Preventive Maintenance plans only need to be sent to the Technical Representative, ETS - Technical Services, and the District for review.	
Invitations for the plan review should be sent with Microsoft Outlook Calendar. Do not send invite directly to FHWA, please forward the invitation for FHWA to your Division’s Administrative Assistant for coordination with FHWA on project stewardship and oversight plan. <ul style="list-style-type: none"> List the PCN, Project Number, and FHWA Involvement, and if it is a CORE project within the subject line. Include the location of the electronic plans and any travel planning within the meeting invitation. Attach the cost estimate to the invitation, do not post the cost estimate on the MFT site. 	