

Utility Coordination Checklist

LPA Name: _____ Project Number: _____

Project Description: _____

The following checklist summarizes the tasks a Local Public Agency (LPA) should complete in the utility coordination process, as outlined in this I.M. This checklist may also be used to track and document the utility coordination process.

- Initial Utility Research** - Based on the project concept, determine if any utility facilities may be present within the proposed project limits or corridor. Obtain contact information for all utilities identified.

Date completed: _____

Initial list of utilities identified:

- Initial Utility Notification** - Send written notice and project concept to all potentially affected utilities within the project limits or corridor, request utilities to verify if they have facilities within the project limits or corridor, and if so, request information on the location of their facilities.

Date sent: _____

List of utilities notified:

- Invite Utilities to Utility Coordination Meeting** - Send an invitation to all utilities within the project limits or corridor (may be done in conjunction with the Initial Utility Notification).

Date sent: _____

List of utilities that were invited:

- Utility Coordination Meeting** - Conduct at least one Utility Coordination Meeting during the design phase of the project. If more than one meeting was held, record those in the space below also.

Date held: _____ Location: _____

List of utilities that attended:

Date meeting notes were distributed:

- Incorporate Utility Information** - Use utility information received to show approximate locations of utilities on the preliminary plans. Field locate above-ground utility facilities. If practical, revise the design to minimize impacts to utility facilities.

Date completed: _____

Information was received from the following utilities:

- Preliminary Plan Submittal** - Submit preliminary plans to all utilities within the project limits or corridor and request a Utility Work Plan from those utilities that need to adjust their facilities.

Date sent: _____

List of utilities that received plans:

- Utility Work Plans** - Review and provide comments on Utility Work Plan. Once acceptable, provide written approval to utility.

Utility Name:	Date Received:	Date Comments Provided:	Date Approved:

- Follow-up with Non-responsive Utilities** - Contact those utilities that either did not provide a Work Plan or confirm their facilities will not be affected.

List of utilities, date contacted, and status:

- Compensation Agreement** - If a utility is entitled to compensation, prepare a draft compensation agreement, send for review, negotiate compensation and other terms of agreement, and execute final agreement.

Utility Name:	Date Sent:	Date Comments Received:	Date Executed:

Please Note: If Federal reimbursement of utility compensation costs will be requested, additional review and approval of agreement(s) are required by the Iowa DOT. For more information, see [I.M. 3.650](#), Federal-aid Participation in Utility Relocations.

- Utility Permits** - For utility adjustments within the right-of-way, review, provide comments, and approve utility permits for affected utilities.

Utility Name:	Date Permit Request Received:	Date Comments Returned:	Date of Permit Approval:

- Final Plan Submittal** - Send final plans to all affected utilities within the project limits.

Date sent: _____

List of utilities that received plans:

- Utility Work Plan Revisions** - If required by changes between preliminary plans and final plans, review, provide comments, and approve revised Utility Work Plans as needed.

Utility Name:	Date Received:	Date Comments Provided:	Date Approved:

- Issue Notice to Proceed** - After the Work Plan and compensation agreement or utility permit (as applicable) have been approved, send written notice to proceed to each affected utility.

List of utilities and date of notice for each:

Please Note: For Federal-aid projects, Environmental Concurrence and, if Federal reimbursement is desired, FHWA Authorization of utility costs, must be obtained prior to beginning construction of any utility adjustments. For more information, refer to [I.M. 3.650](#), Federal-aid Participation in Utility Relocations.

- Invite Utilities to Pre-construction Meeting** - Send an invitation to all utilities within the project limits or corridor (may be done in conjunction with final plan submittal).

Date sent: _____

List of utilities that were invited:

- Pre-Construction Meeting** - Include discussion of utility coordination required during construction, if any, as part of the meeting.

Date held: _____

List of utilities that attended:

- Disclaimers of Interest** - Follow up on any disclaimers of interest that are required from utilities whose property interests have been acquired. Record documents with the County Recorder.

Utility Name:	Date Contacted:	Disclaimer of Interest Fully Executed:	Date Filed: