Roadway Widening Checklist

Revised: 09/04/2026

PROJECT NAME:

YES	NO	N/A	GENERAL PROJECT INFORMATION
☐	☐	☐	Review fees submitted before beginning the review.
☐	☐	☐	Approved Traffic Impact Study.
☐	☐	☐	Engineer's Opinion of Cost (EOPC). **(Article IV)**
☐	☐	☐	All environmental documents.
☐	☐	☐	A copy of all construction work agreements, including work agreements for temporary construction purposes.
☐	☐	☐	Stormwater calculations/Stormwater report.
☐	☐	☐	Drainage/Right-of-way conveyance documents, including descriptions/exhibits that are required prior to approval.
☐	☐	☐	Typical section and pavement width, matching the standard drawing. **(Article IV)**
☐	☐	☐	Cross sections at every 50-ft for all structures, driveways, and road entrances.
☐	☐	☐	Proposed and existing roadway profiles.
☐	☐	☐	Proposed driveway profiles. Note: Could be included on the cross section profiles.
☐	☐	☐	Calculations for drive culverts (Minimum 12-in.).
☐	☐	☐	Maintenance of Traffic plan, notes, and permits.

☐	☐	☐	Horizontal and vertical locations of utilities which comply with the DCEO Utility Policy in Supp. Specifications. Note: Underground utilities cannot be underneath pavement.
☐	☐	☐	Proposed right-of-way complies with DCEO Thoroughfare Plan.
☐	☐	☐	Clear Zone and existing poles are shown.
☐	☐	☐	Pavement reinforcement joint at existing/proposed pavement joint locations, in accordance with DCEO Standard Drawing 1450 and DCEO Standard Drawing 1451.
☐	☐	☐	Construction Start/End dates, which have been approved by DCEO.
☐	☐	☐	Intersection Sight Distance, which shows obstructions being removed.
☐	☐	☐	Multiuse path along the roadway per township requirements.
☐	☐	☐	Proposed storm sewers, ditches, and pavement tie into the existing infrastructure.
☐	☐	☐	General Summary/Estimate of Quantities.
☐	☐	☐	Reference to ODOT CMS.
☐	☐	☐	General Notes.
☐	☐	☐	Turn lane lengths are consistent with the Traffic Impact Study and the ODOT L&D Manual.
YES	**NO**	**N/A**	**TITLE SHEET**
☐	☐	☐	Location Map.
☐	☐	☐	Index Map that shows the subdivision layout, north arrow, and scale bar.
☐	☐	☐	Change Order Table that contains the description of the change, affected plan sheets, and approval column with date.
☐	☐	☐	Range, Township, Quarter, VMS, and USML Description.

☐	☐	☐	Subdivision nomenclature, such as Section, Phase, Part.
☐	☐	☐	Del-Co Water Signature line.
☐	☐	☐	Road name and number.
☐	☐	☐	Developer's name, address, email address, and phone number.
☐	☐	☐	Utility company contact information.
☐	☐	☐	Consultant's name, address, email address, and phone number.
☐	☐	☐	Roadway classification.
☐	☐	☐	Date, PE seal, and signature of designer.
☐	☐	☐	Variances Table.
☐	☐	☐	Sheet Index.
☐	☐	☐	Reference to the appropriate Standard Drawings, including ODOT MT-97.10 and MT-101.90, and 2130.
☐	☐	☐	Signature line for DCEO.
☐	☐	☐	Consultant's Certification: "This is to certify that good engineering practices have been utilized in the design of this project and that all of the minimum standards as delineated in the Delaware County Design, Construction and Surveying Standards Manual have been met, including those standards greater than minimum where, in my opinion, they are needed to protect the safety of the public. Any variances to the above standards are consistent with sound engineering practice and are not detrimental to the public safety and convenience. These variances have been listed herein and have been approved by the Delaware County Engineer."
☐	☐	☐	Approval Block Statement (Subdivisions): "The Delaware County Engineer's signature on this plan signifies only concurrence with the general purpose and location of the proposed improvement. All technical details remain the

			responsibility of the Professional Engineer who prepared and certified these plans."
☐	☐	☐	Approval Block Statement (CAD, Commercial, Industrial, Multifamily): "The Delaware County Engineer's signature on this plan signifies only concurrence with the general purpose and location of the proposed improvements within the right-of-way, storm water management, and erosion and sediment control. All technical details remain the responsibility of the Professional Engineer who prepared and certified these plans."
☐	☐	☐	A Benchmark list referenced to USGS datum, elevations, designations, and locations with the Benchmark shown is referenced to NAV Datum 1929 or 1988.
☐	☐	☐	Specifications Statement above the signature block: "The Delaware County Engineer's Design, Construction and Surveying Standards, current edition, the standard specifications of the State of Ohio Department of Transportation, current edition (English Units), including standard drawings and supplemental specifications listed shall govern this improvement."
YES	**NO**	**N/A**	**CROSS SECTION AND STORM**
☐	☐	☐	Cross sections at every 50-ft, labeled as stations.
☐	☐	☐	Provided at driveways, culverts, ad roadway entrances.
☐	☐	☐	Edge of Pavement, Ditch Flowline, and Ditch Slopes have been shown.
☐	☐	☐	Existing and Proposed Right-of-way have been shown.
☐	☐	☐	Existing and Proposed centerline elevations have been shown.
☐	☐	☐	Existing and Proposed utilities, bridges, and culverts have been shown.
☐	☐	☐	Beginning and Ending stations match the plan and profile.

☐	☐	☐	Elevations match the subdivision plans.
☐	☐	☐	Transition from existing ditch to proposed ditch has been shown and is acceptable in design.
☐	☐	☐	Storm sewer and culvert profiles have been shown.
☐	☐	☐	Storm sewer/culvert calculations for capacity and hydraulic have been provided.
☐	☐	☐	100-year flood routing path has been shown.
YES	**NO**	**N/A**	**MAINTENANCE OF TRAFFIC (MOT)**
☐	☐	☐	MOT existing and proposed roadway.
☐	☐	☐	MOT existing and proposed construction road work signs and drums.
☐	☐	☐	MOT temporary pavement markings.
☐	☐	☐	MOT sequence of construction included.
☐	☐	☐	MOT minimum 10-ft lane widths.
☐	☐	☐	MOT proper notes and details for 2-way/1-lane flaggers with a 9:00 AM to 3:00 PM limit.
YES	**NO**	**N/A**	**TRAFFIC CONTROL PLAN**
☐	☐	☐	Tapered areas comply with the ODOT L&D Manual.
☐	☐	☐	Adequate storage length exists per the Traffic Impact Study.
☐	☐	☐	Island detail with diagonal striping.
☐	☐	☐	Statement provided about whether existing signs are to remain or will be removed.
☐	☐	☐	Proposed signs with stations.
☐	☐	☐	Line specifications 4-in edge and centerline with 6” island/diagonal.
☐	☐	☐	Item 644 for long markings.
☐	☐	☐	Item 647 for short markings.

☐	☐	☐	Striping plan shows arrows and no “ONLY” marking.
☐	☐	☐	Proposed striping meets the existing striping at beginning/end.
☐	☐	☐	Statement provided about whether an existing traffic signal will be modified, or a proposed traffic signal will be installed.
YES	**NO**	**N/A**	**TYPICAL SECTIONS**
☐	☐	☐	Widening is shown to be in accordance with DCEO Standard Drawing 2130.
☐	☐	☐	Pavement is consistent with DCEO Standard Drawing 2130 or alternate design has been approved.
☐	☐	☐	Legend included that identifies all items.
☐	☐	☐	Sawcut is shown 1-ft within edge of existing pavement.
☐	☐	☐	Leveling course has been provided with constant cross-slope.
☐	☐	☐	Subgrade compaction, prime and tack coat.
☐	☐	☐	Pavement joint reinforcement has been shown between existing and proposed pavement per DCEO Standard Drawing 2130.
☐	☐	☐	Reconditioning of the opposite shoulder, applicable hen widening occurs on one side of the roadway.
☐	☐	☐	Curb, berm, and pavement planning details.
☐	☐	☐	ODOT Type 2 curb required. Note: Minimum gutter pan thickness of 9-in.
☐	☐	☐	ODOT Number 3 catch basins for streets with 2-ft gutters.
☐	☐	☐	6-in underdrains on arterial roads.
☐	☐	☐	Item Number, quantity, unit, and description have been included.

☐	☐	☐	Leveling course quantity included. Note: This can be estimated to be 2.5 inches over 25% and 1.5 inches over the remainder of the surface.
☐	☐	☐	Surface and intermediate course have been provided.
☐	☐	☐	Pavement striping items have been provided.
☐	☐	☐	All items in the typical section have been provided in summary, including pavement, berm, guardrail, leveling course, subgrade compaction, proof rolling, and items to be relocated.
☐	☐	☐	Subgrade stabilization and full-depth pavement repair.
☐	☐	☐	Pavement joint reinforcement quantity.
☐	☐	☐	Milling quantities.
☐	☐	☐	Information is consistent with he Unit Cost Spreadsheet (amounts/units).
☐	☐	☐	SWPPP/erosion control items have been provided.
YES	**NO**	**N/A**	**STREET PLAN, PLAT, PROFILE AND CROSS SECTION SHEETS**
☐	☐	☐	All streets are shown on the plan and profile sheets. **(Article IV)**
☐	☐	☐	Scales are as follows: 1”=5’ Vertical; 1”=50’ Horizontal (Maximum). 1”-20’ or 1”=30’ is preferred. **(Article IV)**
☐	☐	☐	Street centerline, stationing, right-of-way lines, and lot numbers have been included. **(Article IV)**
☐	☐	☐	Easement documents. **(Article IV)**
☐	☐	☐	Existing and proposed utilities. **(Article IV)**
☐	☐	☐	Station and offset of all structures and/or GPS coordinates. **(Article IV)**
☐	☐	☐	Profile shows centerline stationing, existing and proposed grades at every 25-ft. **(Article IV)**

☐	☐	☐	Profile shows elevations every 50-ft, and the data band showing ex./prop. is correct. **(Article IV)**
☐	☐	☐	Vertical curves. Note: Design speed 25: 1.85% max change, 30:1.30%, 35:0.95%, 40:0.75%, 45:0.55%, 50:0.45%. **(ODOT L&D Volume 1 203)**
☐	☐	☐	Profile shows vertical curve data with elevations at sag/crest and at 25-ft intervals. **(Article IV)**
☐	☐	☐	Crest curves shown. Note: Design speed 25:k=12, 30:k=19, 35:k=29, 40:k=44, 45:k=61, 50:k=84. **(ODOT L&D Volume 203)**
☐	☐	☐	Sag curves shown. Design speed 25:k=26, 30:k=37, 35:k=49, 40:k=64, 45:k=79, 50:k=96. **(ODOT L&D Volume 1 203)**
☐	☐	☐	Profile shows all existing and proposed utility crossings, including storm, sanitary, waterline, culverts, and bridges. **(Article IV)**
☐	☐	☐	Termination of curb at the end of radius over 10-ft minimum (6" to 0"). **(Article VI)**
☐	☐	☐	Minimum profile grade of 0.5% for curb & gutter streets exists. Note: Max 4% level, 8% rolling. **(Article VI)**
☐	☐	☐	Line and curve data is shown.
☐	☐	☐	Minimum tangent length between curves (horizontal align). Note: 100 feet arterial/collector, 50 feet local, commercial, industrial. **(Article VI)**
☐	☐	☐	Appropriate number of curb ramps, with 6 required at T-type intersections, 8 required at 4-way intersections. **(Article VI)**
☐	☐	☐	Easement exists around temporary turnaround, encompassing the portion that extends beyond the right-of-way. **(Article VI)**
☐	☐	☐	Open ditch road drive pipe sized for 10/25 year. Note: 10 for local, 25 for collector, minimum pipe size 12 inches. **(Article VIII)**
☐	☐	☐	Open ditch road maintains 0.3% within 50-ft of sag. **(Supplemental Specifications)**

☐	☐	☐	1.6% min slope away from connection to road. **(ODOT L&D Volume 401)**
☐	☐	☐	Profile grade agrees with existing tie-in elevation.
☐	☐	☐	Existing temporary turnarounds are shown to be removed.
☐	☐	☐	Temporary turnarounds match the standard drawing dimensions.
☐	☐	☐	Barricades are shown if they are needed at dead ends.
☐	☐	☐	Project beginning/end stationing/elevation for roadways shown.
☐	☐	☐	Pavement relief joints.
YES	**NO**	**N/A**	**DEVELOPMENT PLAN**
☐	☐	☐	Plan scale as required, with 1"=20 ft horizontal, 1"=5 ft vertical.
☐	☐	☐	Station and offset of all structures or GPS table.
☐	☐	☐	Existing pavement (dashed) and proposed (solid).
☐	☐	☐	Existing and proposed utilities.
☐	☐	☐	Existing and proposed surface and subsurface drainage, such as ditches, tiles, culverts, etc.
☐	☐	☐	Work and/or clearing limits are shown.
☐	☐	☐	Clearing/grubbing notes have been provided.
☐	☐	☐	Existing and proposed driveway locations are shown.
☐	☐	☐	Proposed subdivision and lot boundaries are shown.
☐	☐	☐	Other physical objects shown, such as trees, fences, signs, guardrail, poles, and mailbox posts.
☐	☐	☐	Any physical objects that need relocated outside Clear Zone have been shown, such as utility poles, culverts, mailboxes, etc.

☐	☐	☐	The Clear Zone setback has been shown on all plan sheets.
☐	☐	☐	Legend for abbreviations included.
☐	☐	☐	Adjacent property owners and lot numbers have been included.
☐	☐	☐	Horizontal curve data has been provided, including delta, radius, chord bearing, chord distance.
☐	☐	☐	All catch basins, ditch inlets, manholes, headwalls have been shown, including stations, referenced standard drawings, and inverts.
☐	☐	☐	Entrance street designed shown and is designated as a collector street.
☐	☐	☐	Location of beginning/ending of tapers/typical sections are shown.
☐	☐	☐	Driveway pavements including a description of the existing driveways that match existing conditions but pave to the right-of-way on the side of the development, 5-ft beyond edge of pavement for opposite.
☐	☐	☐	Underdrains outlet at ditch/low point or a structure.
☐	☐	☐	Butt Joint shown per ODOT standard drawing at begin/end.
☐	☐	☐	If curbed, transition from curb to ditch is shown to be over 10-ft.
☐	☐	☐	Existing and proposed ditch flowline elevations are shown on profile view.
☐	☐	☐	Existing and proposed subsurface drainage structures are shown.
☐	☐	☐	Plan elevations match as-builts/tie into existing elevations.
YES	**NO**	**N/A**	**FOR INTERNAL USE ONLY**
☐	☐	☐	County Engineer Plan Markups stamp has been applied.

☐	☐	☐	Notice to Proceed has been completed.