E-SUBMIT CHECKLIST

CONSULTANT PRELIMINARY PLANS AND STRUCTURE SURVEY REPORT SUBMITTAL

① STRUCTURE SURVEY REPORT

☐ **Complete Structure Survey Report**
- *SSR Workshop Manual and Videos*
- *Bridge Manual Chapter 6.2.1*   - *Bridge Manual Chapter 6.5*

② PRELIMINARY SUBMITTAL

PDF Files:

☐ **Project Location Map**
- *structure location and number*
- *other proposed structures within project limits*

☐ **Preliminary Roadway Plans**
- *existing and proposed profile grade line*
- *horizontal and vertical curve data (grades to nearest thousandth)*
- *structure location, typical section, super transition locations*

☐ **Preliminary Structure Plans**
- *dimensions, plan view, elevation view, section through roadway, subsurface information*

☐ **Geotechnical Report**
- *boring logs and foundation recommendations*
- *If report is not included with submittal, state on SSR who is doing this work*

☐ **Labeled Photographs**
- *existing structures, utilities, buildings, etc.*

☐ **Other Documentation**
- *summary of design considerations and alternatives evaluated;*
   see Bridge Manual Section 6.2.2.2
- *existing and proposed contours, if available*

③ ADDITIONAL SUBMITTAL FOR STREAM CROSSINGS

PDF Files:

☐ **Contour Map**
- *labeled contours, location of new and/or existing structure(s), proposed contours,*
   ***proposed riprap limits** , north arrow, stream direction and scale 1":20'.*

☐ **Hydraulic Report**
- *discussion of hydraulics, nature of previous flooding, scour information,*
   design considerations and alternatives considered; see Bridge Manual
   Chapter 8 Appendix 8-A, for example

☐ **Hydraulic Model**
- *existing conditions and proposed conditions hydraulic model (preferably HEC-RAS);*
   see Bridge Manual Section 8.3.2

☐ **FEMA Floodplain Map**
- *location of structure(s) relative to any mapped floodplain*

☐ **DNR Initial Review Letter**

④ SUBMITTAL

☐ **E-Submit**
- *STRUCTURE SURVEY REPORT, PRELIMINARY SUBMITTAL, ADDITIONAL SUBMITTAL*
  (if necessary) and SUPPORTING DOCUMENTATION
   are submitted using the E-Submit process (as "PRELIMINARY")
- *E-Submit*
- *E-Submit Help*