

# E-SUBMIT CHECKLIST

## GRADE SEPARATION STRUCTURE SURVEY REPORT

### 1 STRUCTURE SURVEY REPORT

- Complete DT1694, Structure Survey Report**  **Grade Separation**
  - [SSR Workshop Manual and Videos](#)
  - [Bridge Manual Chapter 6.2.1](#)

### 2 SUPPORTING DOCUMENTATION

#### PDF Files:

- Project Location Map**
  - *structure location and number*
  - *other proposed structures within project limits*
- Plan and Profile Sheet (graphical or tabulated)**
  - *horizontal curve data*
  - *vertical curve data (grades to nearest thousandth)*
  - *super transition locations*
- Typical Roadway Cross Section**
  - *typical dimensions, slopes, clear zones, sidewalks, curb and gutter, etc.*
- Labeled Photographs**
  - *existing structures, utilities, buildings, etc.*
- Preliminary Staging Plan (if required)**

#### DGN Files:

- Alignment**
- Proposed Pavement**
- Utilities**
- Contours**
- Base Mapping**
- Right of Way**
- Cross Section**
  - *at proposed structure*
  - *at existing structure (if applicable)*

### 3 SUBMITTAL

- E-Submit**
  - *STRUCTURE SURVEY REPORT and SUPPORTING DOCUMENTATION are submitted using the E-Submit process (as "BOS DESIGN")*
  - [E-Submit](#)
  - [E-Submit Help](#)
- Email: Region Soils Engineer**
  - *IMPORTANT! The formal notice of the project to the Region Geotechnical Section*
  - *State on the SSR who will be doing the geotechnical work/soil borings*