

E-SUBMIT CHECKLIST

STREAM CROSSING STRUCTURE SURVEY REPORT

1 STRUCTURE SURVEY REPORT

- Complete DT1698, Structure Survey Report Stream Crossing or Box Culvert
 - [SSR Workshop Manual and Videos](#)
 - [Bridge Manual Chapter 6.2.1](#) - [Bridge Manual Chapter 8](#)

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
- Contour Map (preferred as DGN file for BOS designed structures)**
 - contours labeled, existing structure, north arrow, and stream direction (1"=20' scale)
- Typical Roadway Cross Section**
 - typical dimensions, slopes, clear zones, sidewalks, curb and gutter, etc.
- Labeled Photographs**
 - existing structures, utilities, buildings, etc.
 - panoramic view up- and downstream showing channel, banks, and floodplains, existing structure, up- and downstream structures and roadway
- FEMA Floodplain Map**
 - location of structure(s) relative to any mapped floodplain
- DNR Initial Review Letter**
- Preliminary Staging Plan (if required)**

DGN Files:

- Alignment**
- Proposed Pavement**
- Utilities**
- Contours**
- Base Mapping**
- Right of Way**
- Cross Section**
 - at proposed structure and at existing structure (if applicable)
- Stream Survey Points/Cross Sections**
 - with point ID and elevation labels
 - for box culverts also provide streambed points along channel flowline

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