**Pre-Application Site Visit Checklist □ DGR □LVR**

**Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Road Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Reps: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CD Reps: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Site Eligibility**

* **Publicly owned road** (open to public vehicles at least 2 weeks per year)
	+ Grant applicant must be a PA municipal or state entity that owns the road where the proposed improvements will be.
	+ PA Game Commission is not eligible for DGLVR funds.
* **LVR** <500 ADT (count required before contract can be signed)
* **Water Impact / Verified Worksite** (road impacts a stream, lake, wetland or waterbody)
* **ESM certification** (person in charge of project for applicant has recent (last 5 years) ESM certification)

**Logistical Discussion Points**

* **Timelines** (application deadline, consulting/engineering, permits, bidding, contracting, and construction)
* **Ranking** (discuss ranking process with applicant)
	+ If you know this project will/will not be competitive based on-site conditions or budgets, be realistic with potential grant applicant.
* **Phased Projects** (large projects may be funded in separate phases (road fill, drainage, DSA))
* **County-specific policies** (ranking criteria, in-kind, maintenance policies, paying for asphalt, etc.)
* **Work performed by?** Applicant \_\_\_ Contractor \_\_\_
* **Reminders** (standard bidding**,** prevailing wage ($25,000 threshold), PA One-Call)
* **Permitting**
	+ Are any Chapter 105 or other permits expected to be needed for this project? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project-Specific Discussion Points**

* **Discuss/Introduce Goals & Objectives of DGLVR Program**
	+ DGLVR Projects must focus on both environmental and road improvements.
	+ **Environmentally Sensitive Road Maintenance (ESM) practices**: slow down, break up, and spread out stormwater. These practices prevent water from washing road material into nearby water bodies, simultaneously reducing routine maintenance costs and improving stream health.
* **Additional drainage improvements** (reduce maintenance and env. impact – and increase likelihood of funding)
* **Road fill** **or berm removal** (Fill enough to promote sheet flow off of roadway)
* **Added ditch outlets** (crosspipes, turnouts, through-the-bank pipes, to reduce ditch flow)
* **French Mattresses** **and underdrains** (for subsurface water, consider seasonal spring flow)
* **Off-ROW** **drainage** issues to address
	+ **Written Landowner permission** required for work outside of ROW
		- Written Landowner agreements **recommended** prior to application submittal
		- Written Landowner agreements **required** prior to beginning work outside of ROW
			* Applicant and/or conservation district may need to meet with landowners to discuss project benefits
	+ **Proposed** **alternative** (in lieu of landowner approval)
	+ **SCC approval** **required?** (>500’ off road or > than 35% of grant?)
* **Crosspipes** (as shallow as possible? fill for cover/grade change? effective angle? headwalls/endwalls/aprons?)
* **Section fill / Grade break** (can be combined with shallow pipe installation, prevents surface flow bypassing pipe)
* **Full Depth Reclamation** (Drainage addressed? Must be at least 8” of depth, 3rd party mix design, LVR only)
* **Optional outside assistance** (SCC, CDGRS, TU, NRCS, PAFBC, etc.)

**Fill Projects**

* **Sufficient material** considered? (to gain sheet flow)
	+ Consider “over filling” the road profile to ensure sheet flow remains past future grading cycles
* **Access road connectivity** considered? (transitions to intersections, lanes, and driveways)
* **Road fill policy (exemption to using DSA on DGR road fill projects):**
	+ Driving surface aggregate meeting the Commission’s Standard and Specification is the only approved road surface material that may be purchased (for DGR projects) with Program funds. The only exception to this is on road fill projects.
	+ Road fill projects are defined as projects which install an average compacted thickness of 12-inches or more of fill material, not including the driving surface, to allow for proper drainage and/or strengthen the existing road base.  Road fill projects must be capped with DSA or an alternative aggregate at a minimum depth of 6-inches.  Shale or bank-run gravel may not be used as the final driving surface.  This exception is not meant to replace DSA with fill.
* Potential sources of **available fill**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DSA Projects**

* **Pre-placement preparations** (drainage/base stability addressed, and base crowned at 4-6%)
* Likely **DSA suppliers**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Planned DSA **placement method**
	+ **Paver** required for >500 ton jobs. DSA shall be placed in a single pass across the width of the road.
	+ If the total tonnage is less than 500 tons, the DSA must be paver placed or placed by tailgating and groomed with a road grader equipped with a **carbide‐tipped grader blade**.
* **Advanced planning** (allow ~30 days for DSA testing, and adequate time for completion of base/drainage work)
* **Required placement dates: April 1 -Sept 30th** (plan to have DSA placed by 8/31 or 9/15 to help meet deadline)

**Stream Crossing Projects**

*See “*[*Pre-Application Meeting Checklist for Stream Crossings*](https://dirtandgravel.psu.edu/wp-content/uploads/2022/06/12_Checklist_Pre_application-1.pdf)*”*

* **Structure** **eligibility** status (complete Steam Crossing Evaluation form and keep in file)
	+ Automatically eligible (multiple pipes or existing structure under 4’, see Admin Manual section 7.1.2.2)
	+ Existing Structure over 4’ equivalent: Structure opening to bankfull channel width ratio of 75% or less?
* **Proposed new structure**
	+ must follow the DGLVR Stream Crossing Design & Installation Standard or meet exemption criteria.
	+ Note exempted stream crossings must still follow requirements in Admin Manual 7.1.3.3
* **Stream continuity** (consistency and connectivity of a stream channel upstream, through, and downstream of a road/stream crossing, including elevation, slope, grade control, bank margins and low flow channel, etc.)
* **Required** **permits** (consultant costs and timeframe of review)
* **Comprehensive plan** (include ESM practices to eliminate or limit drainage to the stream at the structure)

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_