Pre-Application Site Visit Checklist

☐ DGR ☐LVR

Applicant: _____ Road Name: _____ Date: _____

Applicant Reps: _____

CD Reps: _____

Additional Attendees: _____

Site Eligibility (Admin Manual 3.7)

- ☐ **Publicly owned road** (open to public vehicles at least 2 weeks per year)
- ☐ **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 active ESM certification)

Logistical Discussion Points

- ☐ **Timelines** (application deadline, consulting/engineering, permits, bidding, contracting, and construction)
- ☐ **Ranking** (discuss ranking process with applicant)
- ☐ **Phased Projects** (large projects may be funded in separate phases (such as 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. Recommended to talk to landowners during planning.
    - **SCC approval required?** (if off ROW work is >500' away from the ROW or >40% of project total?)
- ☐ **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, surface) (7.3)
- ☐ **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** (Road fill definition and exemption to using DSA as a final unbound driving surface - Admin Manual section 7.2.1.2)
- ☐ Potential sources of **available fill**: _____

DSA Projects (Admin Manual section 7.2.1)

- ☐ **Pre-placement preparations** (drainage/base stability addressed, and base crowned at 4-6%)
- ☐ Likely **DSA suppliers**: _____
- ☐ Planned DSA **placement method** (**Paver** recommended for all placements, required for >500 ton jobs)
- ☐ **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 (Admin Manual section 7.1)

See "Pre-Application Meeting Checklist for Stream Crossings"

- ☐ **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**
- ☐ **Stream continuity** (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: _____