

Pre-Construction Site Visit Checklist☐ DGR☐ LVR

Grant Recipient: _____ Road Name: _____ Date: _____

Grant Recipient Reps: _____

CD Reps: _____

Contractors Present: _____

Others Present: _____

Logistical Discussion Points

- ☐ **Proposed start date:** _____ **Proposed completion date:** _____
- ☐ **CD Notification:** _____ days before project work begins by applicant
- ☐ **Timelines** (mobilization, demobilization, project phases)
- ☐ **Project Overview / Changes:** (overview workplan, procedures for changes in project scope, timeline, cost)
- ☐ **Notifications** (PA One-Call, 911 services, notify impacted landowners, road closures, signage)
- ☐ **Site Marking** (Considerer **painting or flagging** features on the road before or during the meeting)
- ☐ **Level of on-site CD involvement/oversite** (at a minimum, the district should be on site when the project starts, and whenever a new practice or phase of the project begins)
- ☐ **Discuss chain of contact between all entities:**
 - ☐ Point of contact for each entity
 - ☐ Who initiates each step or verified each step prior to moving forward
 - ☐ Potential entities to consider: CD, road owner, engineer/consultant, contractor, sub-contractor, etc.
- ☐ **Receipts** (must be kept for reimbursement, including time and equipment usage)
- ☐ **Prevailing Wage**
- ☐ **Permits:** (in place before work begins, meet any seasonal restrictions)
- ☐ **Final inspection** (plans for project closeout upon completion of work)

Project-Specific Discussion Points

- ☐ **Erosion and sediment controls** (what is needed and who is responsible)
- ☐ **Waste sites**
- ☐ **Landowner agreements** (signed for work outside ROW)
- ☐ **Staging or storage areas** (for equipment and materials storage if necessary)
- ☐ **Cross pipes** (review location, angle, **depth**, fill for cover, transitions, and headwalls/endwalls/aprons)
- ☐ **ESMP locations** (review location and expectations for other **ESM Practices** such as mattresses, underdrain, etc.)

Fill Projects

- ☐ **Place and compact in lifts** (fill should compacted in layers no thicker than 12 inches)
- ☐ **Access road connectivity** (transitions to intersections, lanes, and driveways)

DSA Projects

- ☐ **Testing (has DSA been tested and met SCC specifications)**
- ☐ **SCC DSA Certification** (needs to be delivered on site with first truck of DSA)
- ☐ **Pre-placement preparations for DSA**
 - ☐ **Drainage/base stability** (all drainage and base work is done, new fill adequately settled)
 - ☐ **Crowned** (road base **crowned** or side sloped at 4-6%)
 - ☐ **Paving Prep (Keys** required where placement starts/stops, **paving notch** recommended along road if possible)
- ☐ **Weather** (seasonal limitations, and contingencies for weather related issues)
- ☐ **Delivery Logistics** (# of trucks; turnaround points; spec sheet accompanies first load; weigh slips and receipts, optimum moisture; truck tarps; quarry contact: _____)

Stream Crossing ProjectsSee "[Pre-Construction Meeting Checklist for Stream Crossings](#)"

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