

Plan-In-Hand Report for LPA Federal Aid Projects

(Delete all notes and category descriptions from report before submitting for review)

Date: Date of Report
(Note: After the PIH Report has been routed, change this to the date of the approved report)

From: LPA and Designer

To: LPA and NDOR Project File

Thru: NDOR LPA Project Coordinator

Subject: Plan-In-Hand Report/Scoping Document
Project number, name of project, and control number

★ **Clarity Schedule:**

The Clarity “Plan-In-Hand” late date is __/__/__

The Clarity letting date is __/__/__.

★ **Location (CE):** Give a brief description of location, including city, county, highway/roadway name, highway number, beginning and ending mileposts,* and, if necessary, give the distance to nearest landmark (*e.g., 15 miles north of local airport*).

★ **Scope of Work:** General statement of work involved [*Grading, structures, surfacing type/ depth (Lane and Shoulder), etc.*]

★ **Traffic Count (13.1):** Tabular form (New & Recon. = Initial year of construction and 20 years in the future) (3R = Initial year of construction and 20 years in the future for concrete surfacing and full depth asphalt surfacing or initial year of construction and 10 years in the future for Asphalt overlay).

★ **Design Standard (14.1):**

1. New and Reconstructed - DR number, class, and terrain
2. (3R) - design year traffic (Initial year of construction plus 20 years for Concrete surfacing and full depth Asphalt surfacing or 10 years for Asphalt overlay).

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3. On Priority Commercial System?

4. On National Highway System?

(14.1) Note if the project will/will not include the addition of through lane capacity.

(An increase to through lane capacity can be described as: physically adding through traffic lanes, grade separation for either roads or railroads, or adding auxiliary lanes that are at least 1 mile long or are made continuous through a series of successive interchanges.)

★ **Crash History Analysis:** Include a statement such as “Traffic Engineering has performed a review and analyses of the crashes on this segment of roadway and as a result of this study have determined that (1) no additional crash mitigation measures are necessary, or (2) the following mitigation measures will be incorporated in the project, or (3) additional study is necessary at the following locations to determine the appropriate measures (list locations). The full details of the Traffic Engineering report are in the project file.”

★ **General:** Date of the plan-in-hand and persons present

★ **Bridges:** Proposed work If applicable, include the following statement for each structure: The bridge scope of work meets the requirements of the Nebraska Minimum Design Standards for new bridges, reconstructed bridges, or bridges to remain in place.

★ **Agreements:** List agreements required and city participation if required

★ **Balance Factor:** Balance factor recommended by the District

★ **Material Needed:** Note “Project is balanced” or where borrow may be available

★ **Accommodation of Traffic (15.1-15.2, 15.4 - 15.9, 16.2-16.6):**

Detour used – use highway #'s and reference posts *(If no detour, state “No detour is anticipated for construction activities on this project.”)*

Phasing

Temporary Road location and design

Traffic affected adversely enough to be classified a “Significant Project”

Answer the following questions:

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- (15.1-15.2) How many working days will the detour, temporary road, or ramp closure be in effect?
- (15.4, 15.8) Is the adverse (out-of-direction) travel related to the detour, temporary road, or ramp closure greater than 5 miles (in an urban area, defined as population of 5000 or greater within corporate limits) or 25 miles (in a rural area)? Describe the detour route and expected duration. Note if any improvements will be necessary on the detour route.
- (15.5) Will the project result in a temporary or permanent interference with local special events or festivities? (Interference would include any construction activities occurring on the same segment of street utilized for the festivities, closure of a road used for festivities, closure of access for any duration to an adjacent property used for the festivities during the event, or complete closure of a main route to the town during the festivities.
- (15.6) Will the project result in temporary or permanent adverse effects to through-traffic dependent businesses
- (15.7) Will the project result in substantial permanent traffic pattern changes or disruptions, such as permanently close a roadway or roadway intersection, increase through lane capacity, create new intersections, or convert the roadway into a higher classification roadway?
- (15.9) Note mitigation measures or commitments intended to avoid, minimize or offset detours or other traffic impacts.
- (16.2-16.3) Is access to a residential property anticipated to be temporarily closed during construction?
 - No
 - Yes, for greater than 5 working (business) days
 - Yes, for greater than 10 working (business) days
- (16.4) Will access to a business be closed during operational hours?
- (16.5) Will there be restricted access to emergency service facilities or providers during construction?

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- (16.6) Will the project potentially permanently change the functional utility of a property? *(Example: If the adjacent property requires heavy truck access and the access change is such that heavy trucks could no longer make the revised turn radii into the property, this would change the functionality of the adjacent property.)*

★ **Constructability Issues:** If any

★ **Changes:** Major changes to the Planning Document and any changes to the plan-in-hand plans [Incl. est. cost of changes *(Line shifts etc)*]

★ **Right-of-Way (1.1 – 1.5, 16.1):**

(1.1) ROW (including temporary or permanent easements) will/will not be acquired on this project.

(1.2) *(If ROW will be required:)* The estimated amount of ROW acquired will/will not be greater than 2 AC/mile. *(To determine average acres per mile, include the total estimated acreage all ROW required for construction (including temporary and permanent easements). For projects under a mile in length, the estimated total acreage of easements/ROW must be less than 2 acres.)*

Major property improvements are/are not be proposed to be removed as a part of this project. The improvements to be removed are *(Provide description. Examples of major property improvements include residential and business structures, functional garages or outbuildings, or other features which would change the functional utility of the property. Examples of minor improvements include fencing, landscaping, sprinkler systems, and mailboxes.)*

(1.3) The type of property proposed to be acquired is *(provide description, i.e., farmland, pasture, business, home, apartment/rental, occupied/vacant, functional/dilapidated).*

(1.4 – 1.5)) The preliminary estimate of ROW acquisition is:

___ acres of permanent ROW/Easements, and

___ acres of temporary ROW/easements.

(16.1) Note if any accesses to businesses or residences will be permanently closed.

Lot corner establishment: contract item? Access Control Committee recommendation

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- ★ **Relocation Assistance (1.6 – 1.7):** Note if relocation assistance or building removal will be required.

(1.6) There are up to # relocations anticipated; up to # residential, and up to # non-residential.

(1.7) *(Describe the type of non-residential relocation; i.e., type of activity conducted by the business or farm)*

- ★ **Miscellaneous (12.1, 20.1):** Shelterbelt or irrigation well removals, pivot interference, special access consideration, drainage, channel changes, median surfacing, etc.

(12.1) Note if a need for noise mitigation measures has been established.

(20.1) Note if a Wellhead Protection Area occurs within the project study area. *(Refer to IER)*

- ★ **Snow Control:** Note if any snow control measures are proposed. (4:1 backslope, living snow fence, wider ditch, etc.)

- ★ **Relinquishments:** Potential highway relinquishments to county or city

- ★ **Roadside Development:** Type of seeding, erosion control and present or future landscaping plan

- ★ **MS4 (8.2 - 8.3):**

(8.2) Project located in an MS4 Community? Stormwater Treatment assessment required? Specify if Treatment BMPs will be included in the project.

(8.3) Is there more than 1 acre of ground disturbance?

- ★ **Public Meetings (18.1):** Anticipated public involvement or public involvement activities that have already been conducted. Note any unresolved controversy.

- ★ **4F-6F Lands (2.1, 3.1):**

Note if there are any 4F or 6F lands within the project limits and if they are impacted by the project.

(2.1) *(Section 4(f) properties are planned or existing publicly owned parks, recreation areas, or wildlife and waterfowl refuges, or any significant historic sites (including historic bridges eligible for National Register of Historic Places listing) officially designated as such by a Federal, State, or local agency).*

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(3.1) *Section 6(f) lands are those where Land and Water Conservation Fund Act (L&WCF) funds were used to acquire property or to improve property. Coordinate with P&PD to determine if there are 6(f) properties within the project limits.*

★ **Historic Properties (10.1):** Note if there are any properties listed or eligible for the National Register of Historic Properties in the study area and potential impacts.

★ **Signals:** Anticipated traffic signals.

★ **Lighting:** Anticipated lighting; intersection or continuous.

★ **Utilities (4.2):** Any unusual utility conflicts. Are stream gauge installations present?
(Update utilities shown on plans.)

(4.2) Note if federal funds will be used to relocate utilities or if the project contractor will be responsible for utility relocations. *(Discuss with Utility Coordinator)*

★ **Railroad:** Any railroad involvement on project or detour.

★ **Removals:** Note if Maintenance will remove guardrail or delineators as recommended by the District.

★ **Wetlands/Waters of the U.S. (7.1, 7.3-7.4):**

(7.1) Note if there are wetlands, stream channels, or other waters within the project study area.

(7.3-7.4) Note the estimated amount of wetland impacts in acres. *(Record the amount under 0.5 ac and then in 0.5 acre increments above 0.5 acres.)*

Note if on-site mitigation is proposed.

★ **Floodplain/Floodway (6.1 - 6.2):**

(6.1) Encroachment on FEMA flood plain

(6.2) Will the project action cause a greater than 1-foot rise in the Base Flood Elevation (BFE), any rise in a floodplain that potentially impacts an adjacent structure, or any rise in a floodway? Yes No N/A

★ **Special Investigation:** Any areas requiring special investigation from other Divisions.

★ **Construction Schedule:** Working days/ construction seasons. Request from the Final Plans Coordinator: Construction Division.

★ **Templates:** Connecting highway or street templates.

★ **Exceptions/ Relaxation of Standards:** Note requests for exceptions or relaxation of standards, Incl. supporting data. *(Note if "No exceptions are required")*.

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- ★ **Hazardous Waste (11.4):** Note previous or existing gas stations, fuel storage sites, factories, landfills, substations, etc. - permit requirements?
(11.4) Note if any soil disturbance will occur below or beyond the pre-existing ground prior to the original roadway construction within an active Superfund site. (*refer to IER for determination of Superfund site within the project study area.*)
- ★ **Safety Enhancements:** List safety enhancements.
- ★ **Accommodation of Bicycles and Pedestrians (4.3):** If shared-use paths will be included on this project, briefly note where: shared-use path... station to station on the south side. If shared-use paths will not be included, briefly mention items that will improve shared-use travel such as new surfacing, surfaced or widened shoulders.
- ★ **Curb Ramps & Sidewalks:** Note whether curb ramp and sidewalk construction will be included on the project. For example: “Curb ramps and sidewalks are in place and will not be included with this project” or “Curb ramps will be included and blended to the sidewalks where required within the project limits.”
- ★ **ADA Access During Construction:** See Chapter Ten of the RDM, Section 10.B.7.
- ★ **Retaining Walls:** Height, Length, and location, or “None anticipated”.
- ★ **Airport (20.3):** List airports within four miles of the project and any coordination that has occurred with the Department of Aeronautics.

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Attachments:

1. Location Map
2. Detour Map, if applicable
3. Planning Document (for approval routing only, without the Accidents)
4. Purpose and Need Statement (for approval routing only)
5. Project Description (for approval routing only)
6. DR Form 76, "Principal Controlling Design Criteria" (for approval routing only)
7. Miscellaneous
8. T&E Checklist (for approval routing only)

Note: DO NOT INCLUDE the Accident Report (NOT EVEN for approval routing)

Verify that the following documents are current and filed in OnBase:

1. Purpose and Need Statement
2. Project Description
3. T&E Checklist

Refer to the "Instructions and Guidance for Completing the Nebraska Categorical Exclusion Determination Form for Federal-Aid Projects" as guidance for the items in parenthesis.