

Utility Facility Description **Checklist**

Instructions: Please provide the information indicated below. Check off as completed to ensure you've included all information. The **bold** words correspond to individual boxes on the Utility Facility Description (UFD) form. Be as thorough as possible to ensure that we will be able to complete the processing and approval of your application in a timely manner. If you have any question please contact the WSDOT SCR Region Utility Office at (509) 577-1788

General Utility Information

- Provide name of **Applicant Field Contact Person**.
- Provide **Field Contact Phone Number** of Field Contact Person.
- Provide **Applicant Reference (WO) Number** (recommended but not required).
- Indicate **State Route (SR)** number¹ (the highway the proposed utility is to be constructed on).
- Indicate **Highway Scenic Class**
This information can be supplied by the WSDOT utility permitting office. Please be aware that some highway scenic classifications do not allow above ground/aerial utility installations.
- Indicate **Access Control** level
This information can be supplied by the WSDOT utility permitting office. However, some levels of access control have an affect on your ability to install a utility and may have restrictions that prevent installation of your proposed utility.
- Provide **Begin MP**¹ (Milepost) number to a minimum of 1/10th of a mile (the point where your proposed utility begins).
- Provide **End MP**¹ (Milepost) number to a minimum of 1/10th of a mile (the point where your proposed utility ends).
- Provide **Reference MP** (Milepost).
Used to tie the beginning or end of your proposed utility installation to a physical point on the highway, such as the end of a bridge, a roadway intersection, a large sign structure or other permanent physical feature. Describe this physical feature in this box. For example: "bridge end" or "Intersection of Township Road." The feature must be obvious and relatively permanent. For example, "Beginning of off ramp" is ambiguous and not satisfactory. "Guidepost" is not permanent and therefore not acceptable.
As a convenience, the WSDOT Utility Office may be able to provide a right of way map for your assistance.
- Provide **Distance and Direction (From nearest reference MP)**
Provide the distance and direction of the beginning or end of your proposed utility from the Reference MP. This can be in feet or by MP calculated to within 1/10th of a mile.
- Provide **Facility Description**
Describe what it is you are installing. Information should include the size, capacity, distance, construction methods, or other information that pertains to your proposed utility installation. *Be descriptive and thorough!* The more information you provide, the fewer questions we will need to have answered regarding your intentions, translating to quicker application approval.
This space can also be used for remarks or comments relating to any information below in the Facility Detail.

¹ Please note that WSDOT locates all utilities within its Right of Way by the SR and MP of the highway the utility is located on. This information must be on the application for it to be approved. Project stationing is not acceptable.

General Instructions for Facility Detail:

The areas below are located on the lower half of the UFD form and are used to describe *in detail* the physical characteristics of your proposed utility installation.

A properly completed Facility Detail will allow the reader to create an engineering plan and cross-section of your proposed utility from the information provided. Types of information that should be provided includes, but is not limited to: where your utility starts, stops, enters or leaves WSDOT right of way; any change in the direction, depth, size, or characteristics of your utility; types of construction methods or techniques (such as directional boring or open trenching); locations of special features of the utility or its installation such as poles or guy wires, bore pits, trenching, blow-offs, risers, or other permanent above-ground items; and, if your utility is underground, where it crosses under the paved area of the roadway.

Be descriptive and thorough! The more information you provide, the fewer questions we will need to have answered regarding your intentions, translating to quicker application approval.

Facility Detail

- Provide MP to MP**
Breakdown your installation in more detail. A new line should be used if there is any change in what the first line is describing, and the MP limits of the utility on that line. For example: if a proposed waterline runs between MP 10.2 and 11.7, but the diameter of the pipe reduces at MP 11.1, a new line should be written where that change occurs.
- Indicate Lt/Rt/Xing**
Indicate if the portion of the utility being described is on the left, or the right of the highway centerline, or is actually crossing the highway. If your utility is a sub-surface highway crossing there should be separate lines for the casing data and the carrier, describing where the crossing enters and leaves the R/W as well as lines indicating where the casing ends are located. If your utility is an aerial crossing there should be lines describing the crossing pole locations and anchors for each side and a separate line describing the utility type and vertical clearance of the crossing.
- Indicate Offset Distance-From Centerline**
Indicate the distance of your utility from the centerline of the highway.
- Indicate Offset Distance-From Traveled Way**
Indicate the distance from the traveled way (i.e., the fog line) to your utility.
- Indicate the Offset Distance-Depth/Height**
Describe how deep your utility is to be buried, or how high above the roadway your aerial utility is.
- Indicate Offset Distance-D1**
Indicate the horizontal distance from the outside edge of the shoulder where it breaks to slope down into the ditch, to the bottom of the ditch or toe of the fill slope.
- Description**
Describe what all of the above is locating. If the first line is describing where your proposed utility enters WSDOT right of way, describe the size, type, and nature of the utility at that point. For example: "6" PE high pressure natural gas line."
- Indicate the R/W Width Left/Right**
Indicate the width of the right of way on that side of the road where your utility is being installed. This width is described as the distance between the centerline of the roadway and the edge of the property owned by WSDOT.
- Remarks**
This is the area where miscellaneous information is entered. For example, in the Description example above, a 6" PE high pressure natural gas line is entering WSDOT right of way. In the Remarks column an appropriate statement would be, "Enter R/W. Trenched construction." Any other information considered pertinent can also be added.