13D.1 INTRODUCTION

The Utility Facilities Inventory Report should assist the Region in preparing an inventory and status of Utility facility work required. This appendix illustrates the Utility Facilities Inventory Report and provides guidance regarding the preparation of the Initial Utility Facilities Inventory Report and the Final Utility Facilities Inventory Report. Working copies should be obtained from the Design Division Electronic Toolbox.

13D.1.1 Initial Utility Facilities Inventory Report

Instructions regarding the preparation of this report are as follows:

1. Project Identification Number (P.I.N.). The 6-digit PIN should be provided. The 9-digit PIN, Federal aid project number(s), contract “D” number, letting date, etc., should be provided when available.

2. Project Description. The complete official name of the project should be provided.

3. Initial/Final. The box corresponding to the type of report (i.e., initial or final) should be checked.

4. Date Inventory to DQAB. The date the Utility Facilities Inventory Report is sent to DQAB, Design Support Services Section (DQAB/ DSSS) should be provided.

5. Ref. No. This is a numerical listing to be used in future communications. 1A, 2A, etc., should be used for reimbursable relocations and/or adjustments, and 1B, 2B, etc., should be used for nonreimbursable relocations and/or adjustments and betterments.

6. Name and Description of Utility/Scope and Location of Work Required. Pertinent information (e.g., NYSE&G, Aerial Distribution Lines, 11 nonreimbursable and 14 reimbursable poles and aerial wire to be relocated between sta 50 and sta 100) should be provided.

7. Present Right of Way Location. State, Municipal, Utility, Private, or other ROW. If “other,” explain.
8. Relocation Data. Provide relocation data as discussed below.

a. Y/N. Indicate if utility facility is to be relocated (state Yes or No).

b. R/NR. State if Reimbursable (R) or Nonreimbursable (NR).

c. Provide best estimate of relocation cost. (Omit cents.) This cost is needed for programming purposes. Updated costs are requested whenever possible.

d. WHEN?/BY? State whether relocation will be started before construction or during construction and who will do the work (i.e., the Utility’s contractor or State’s subcontractor). Indicate % of completion of any relocations already started.

9. Draft Design Approval Document to Utility. Provide the date (usually during Design Phase II, if applicable) the Draft Design Approval Document was sent to the Utility.

10. Design Approval Memo to Utility. Provide the date the approved design approval memo was sent to the Utility (early in Design Phase V).

11. Utility Work Agreement to DQAB/DSSS. Provide the date that the Utility Work Agreement (HC 140) was sent to DQAB/DSSS.

12. Authorization and Remarks. Provide the date and type of authorization received, and any remarks regarding relocation progress. Also indicate last 3 digits of 9-digit PIN for each relocation if applicable.

Note: The information regarding items 10 through 12 may not be available when the Initial Utility Facility Inventory Report is prepared. If so, this information should be provided at the time the Final Utility Facilities Inventory Report is prepared.

13D.1.2 Final Utility Facilities Inventory Report

This report is prepared by updating the Initial Utilities Facilities Inventory Report to show the status of all utility facility relocations required by the project, including which utility facility relocations have been made. For projects without utility facility relocation or adjustment, “none” should be entered in the column entitled “Name and Description of Utility ...”.

A Final Utility Facilities Inventory Report is to be submitted to the DQAB, DSSS at the time of final PS&E submittal for all projects (i.e., those projects with and without utility relocations or adjustments) and should be accompanied by all Utility Agreements and Resolutions not already submitted.
UTILITY FACILITIES INVENTORY REPORT

P.I.N.(s):
Federal Aid Project Number(s):
Contract "D"Number:
Letting date:

PROJECT DESCRIPTION:

Date Inventory to DQAB:  Date Revised Inventory to DQAB:

<table>
<thead>
<tr>
<th>REF. NO.</th>
<th>NAME AND DESCRIPTION OF UTILITY</th>
<th>SCOPE AND LOCATION OF WORK REQUIRED</th>
<th>PRESENT ROW LOCATION</th>
<th>RELOCATION DATA</th>
<th>DDAD&lt;sup&gt;3&lt;/sup&gt; TO UTILITY</th>
<th>DA TO&lt;sup&gt;4&lt;/sup&gt; UTILITY</th>
<th>UTILITY WORK AGREED BY DQAB</th>
<th>AUTHORIZATION AND REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y/N R or NR&lt;sup&gt;2&lt;/sup&gt;</td>
<td>COST EST. WHEN?/BY?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. 1A, 2A, etc., should be used for reimbursable relocations, and 1B, 2B, etc., should be used for nonreimbursable relocations or betterments.
2. R - Reimbursable, NR - Nonreimbursable
3. DDAD - Draft Design Approval Document
4. DA - Design Approval Memo