

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DESIGN DIRECTIVE**

DD-303
RAILROAD AND UTILITY INVOLVEMENT
October 1, 2003

In the development of highway plans, it is necessary that coordination with utility and railroad companies be made at the earliest possible date. The attached guidelines are considered a minimum for proper coordination.

Attachments

RAILROAD AND UTILITY INVOLVEMENT**RAILROADS****A. General**

1. Submission of plans to the railroad is to be in accordance with the current issue of DD-202.
2. This submission is to include title sheets, typical sections, plan sheets, pipe profiles and cross-sections of the areas of involvement.
3. Affected railroads are to be shown under "Utilities Encountered" on the title sheet.

B. Special Requirements

1. Any details such as common right of ways, pipes, inlets, pipe outlets, overhead structures, etc., are to show both highway stations and offsets and railroad valuation stations and offsets.
2. The top of rail elevations and cover over drainage structures, are to be shown on pipe profiles.
3. Where the railroad parallels the highway, all rails and drainage are to be shown on the cross-sections through areas of involvement.
4. On skewed crossings, a separate site plan showing proposed construction features may be required for the railroad to analyze plans for the placement of proposed flashing light signal masts, relay cases, battery box wells, and surface lengths.
5. Special attention should be given when redecking or repairing existing bridges along or above the railroad facilities to insure coordination of this activity with the railroad. A field review may be necessary.

UTILITIES**A. General**

1. Plans are to be provided to all potentially affected utilities for verification of facilities as soon as they have been located on the preliminary plans.
2. Copies of all correspondence regarding utilities shall be furnished to both the Project Manager and the Utilities Section.

3. A list of the utility companies operating in West Virginia along with the names of liaison personnel is available from the Engineering Division, Utilities Section. All utilities shown on the plan sheets will be shown under "Utilities Encountered" on the title sheet.

B. Special Requirements

1. When developing highway or bridge plans, the following procedures shall be used for utilities:
 - a. Designer will locate by field surveys, available maps or other means all existing utilities both public and private affected by the proposed facility.
 - b. Designer will submit plans to each utility, showing their facilities and request their verification of ownership and approximate location. If verification is not promptly received from the utility, the Designer will renew the request.
 - c. Upon receiving verification of ownership and location from a utility, the Designer will submit a request to the Utilities Section of the responsible Division, to notify the utility that preliminary engineering has been authorized. The letter from the Utilities Section of the responsible Division to the utility, will state that the Designer will submit plans to the utility to assist in the performance of preliminary engineering. A copy, sent to the Designer, will be notification that the utility has been authorized.
 - d. Notify each utility promptly of any changes in construction plans which involve its facilities.
 - e. Promptly review submission of the relocation plans of each utility as to the location of replaced facilities and conflict with proposed locations of other utilities or construction details.
 - f. Be able to discuss all utility relocations at the final field review. Designer on any major or complicated utility relocation may request a special session the day before or the day after the final field review. A representative from the utility will be invited.
 - g. Place the profile and cross-section of all utility relocations in the final plans.
 - h. The Designer will furnish all interested parties with minutes of all meetings and copies of all correspondence between Designer and utility as each event occurs.

2. All existing utilities will be shown on both construction and right of way plans and profiles, and on bridge situation plans.
3. Special emphasis shall be given to the location of existing utilities in the vicinity of pier or wall footings in order that all conflicts will be obvious.
4. The disposition of all utilities shall be shown by note on the construction and right of way plans. Notes such as the following will suffice:
 - a. To be relocated by the telephone company;
 - b. Gas line to be abandoned; and
 - c. Power lines on Spring Street will be relocated by the power company.
5. The disposition of service line information will enable the appraiser to determine the status of each property with regard to future utility service. Therefore, all service lines will be shown on the construction and right of way plans as follows:
 - a. In the case of total takings in developed areas where it is obvious that all properties have full utility service, a note stating this fact may be used in lieu of placing the service lines on the plans.
 - b. In the case of partial takings, all service lines are to be shown on the plans.
6. The existing right of way width for all utility lines is to be shown when a specific width exists.
7. When deemed necessary, the Utilities Section of the responsible Division will arrange a utility coordination meeting with all affected utilities. The latest set of construction plans will be submitted to the utility companies prior to this meeting.
8. Upon resolution of all matters pertaining to utility relocations and receipt of relocation plans from the utility, this information is to be added to the construction plans. The date it was made a part of the plans shall be shown on the title sheet.