

PLAN DISTRIBUTION

Revised 2020 October

Entity Number	PRELIMINARY PLANS		Plans - No. Sets	Cross Sections	Notes	Distribution Letters														Notes	
						A ₂		C ₂		C ₃		C ₅		C ₆		C ₈		C ₉			
						Originals	Copies	Originals	Copies	Originals	Copies	Originals	Copies	Originals	Copies	Originals	Copies	Originals	Copies		
A ₁	District Engineer						cc		cc		cc		cc		cc		cc		cc		[1] Rural projects only.
A ₂	District Construction Engineer	1	1		A ₂			cc		cc	[2] Send plans and cover letter by Falcon Link in an email.										
A ₃	Resident Engineer	2	1			cc		cc		cc		cc		cc		cc		cc		cc	[3] Send plans and cover letter by Falcon Link in an email when any part of the project is on the NHS.
B ₁	Environmental Services Manager	1	1	[2]		cc		cc		cc		cc		cc		cc		cc		cc	[4] Send plans and cover letter by Falcon Link in an email for all projects unless they are ITS, rumble strips, and pavement markings only. Projects located in urban areas only need be sent if they involve a live water crossing.
B ₂	Design Team Leader	1	1			cc		cc		cc		cc		cc		cc		cc		cc	
B ₃	Utilities Supervisor	1				cc															
B ₄	Chief Engineering Geologist	1	1			cc															
B ₅	State Traffic Engineer	1				cc															
B ₆	ITS Manager	1				cc															[5] Send plans if any modification of existing irrigation ditches or other irrigation facilities are contemplated.
B ₇	Right-of-Way Lands Management Administrator	1				cc															
B ₈	Contracts and Estimate Engineer	1				cc															[6] Send plans if any part of the project is within the corporate limits of a city or incorporated town.
B ₉	Hydraulics Engineer	1				cc															
B ₁₀	State Bridge Engineer	1				cc															
B ₁₁	State Materials Engineer	1				cc															
B ₁₂	Planning-Bicycle Coordinator	1				cc															
B ₁₃	Planning-Railroad Manager	1				cc															
B ₁₄	State Construction Engineer																				
B ₁₅	Winter Research Services	1	1	[1]		cc															
B ₁₆	Civil Rights Supervisor																				
B ₁₇	Proj. Dev. Design Quality Engineer																				
B ₁₈	Program Performance Manager					cc															
B ₁₉	Assistant Chief Engineer	1		[2]		cc															
B ₂₀	Project Development Administrative Assistant	1		[2]		cc															
C ₁	FHWA Operations Engineer	1		[3]		cc															
C ₂	USFS District Ranger																				
C ₃	USFS Forest Engineer																				
C ₄	Statewide Forest Service Liaison																				
C ₅	State G&F - Habitat Protection Coordinator	1		[4]						C ₅											
C ₆	Irrigation Company/District	1		[5]										C ₆							
C ₇	District Water Commissioner	1		[5]									cc								
C ₈	City Engineer	1		[6]														C ₈			
C ₉	County Engineer	1		[7]																	C ₉

Ensure all transmittal letters addressed to district construction engineers are prepared for the Project Development Engineer's signature.

Ensure all transmittal letters addressed to outside state and federal agencies (except for the Game and Fish), irrigation companies, and city or county engineer's are prepared for the Project Development Engineer's signature under the Chief Engineer's name.

Address all Game and Fish transmittal letters to (_____, Habitat Protection Coordinator), Game and Fish Headquarters in Cheyenne. Prepare these letters for the Highway Development Engineer's signature under the Chief Engineer's name.

Latest revisions shown in red.

PLAN DISTRIBUTION

Revised 2020 October

Entity Number	GRADING PLANS	Plans - No. Sets	Cross Sections	Notes	Distribution Letters												Notes		
					A ₂		C ₂		C ₃		C ₅		C ₆		C ₈			C ₉	
					Originals	Copies	Originals	Copies	Originals	Copies	Originals	Copies	Originals	Copies	Originals	Copies		Originals	Copies
A ₁	District Engineer					cc		cc		cc		cc		cc		cc		[1] Send one set of colored plans.	
A ₂	District Construction Engineer	1	1		A ₂			cc		cc		cc		cc		cc		[2] When a project contains electrical work, send 1 copy to the State Traffic Engineer and a 2nd copy to the Assistant State Traffic Engineer/Electrical Section, otherwise, send 1 copy to the State Traffic Engineer.	
A ₃	Resident Engineer	2	1			cc		cc		cc		cc		cc		cc			
B ₁	Environmental Services Manager	1	1	[5]		cc		cc		cc		cc		cc		cc			
B ₂	Design Team Leader	1	1			cc		cc		cc		cc		cc		cc			
B ₃	Utilities Supervisor	1		[1]		cc												[3] Send plans if the project includes ITS features. Contact ITS to determine the number of plan sets needed. ITS is responsible for transmitting plans to the Telecommunications Program, Traffic Program's Electrical Section, consultants, etc.	
B ₄	Chief Engineering Geologist	1	1			cc													
B ₅	State Traffic Engineer	1/2		[2]		cc													
B ₆	ITS Manager	?		[3]		cc													
B ₇	Right-of-Way Lands Management Administrator	2				cc												[4] Rural projects only.	
B ₈	Contracts and Estimate Engineer	1				cc												[5] Send plans and cover letter by Falcon Link in an email.	
B ₉	Hydraulics Engineer	1				cc												[6] Send plans and cover letter by Falcon Link in an email when any part of the project is on the NHS.	
B ₁₀	State Bridge Engineer	1				cc												[7] Send plans and cover letter by Falcon Link in an email when any part of the project is within the boundaries of USFS property.	
B ₁₁	State Materials Engineer	1				cc													
B ₁₂	Planning-Bicycle Coordinator	1				cc													
B ₁₃	Planning-Railroad Manager	1				cc												[8] Send plans and cover letter by Falcon Link in an email for all projects unless they are ITS, rumble strips, and pavement markings only. Projects located in urban areas only need sent if it involves a live water crossing.	
B ₁₄	State Construction Engineer																		
B ₁₅	Winter Research Services	1		[4]		cc													
B ₁₆	Civil Rights Supervisor					cc													
B ₁₇	Proj. Dev. Design Quality Engineer																	[9] Send plans if any modification of existing irrigation ditches or other irrigation facilities are contemplated.	
B ₁₈	Program Performance Manager					cc													
B ₁₉	Assistant Chief Engineer	1		[5]		cc												[10] Send plans if any part of the project is within the corporate limits of a city or incorporated town.	
B ₂₀	Project Development Administrative Assistant	1		[5]		cc													
C ₁	FHWA Operations Engineer	1		[6]		cc												[11] Send plans if lands or roads owned or maintained by a county will be affected by any phase of the project.	
C ₂	USFS District Ranger	1		[7]			C ₂												
C ₃	USFS Forest Engineer	1		[7]				C ₃											
C ₄	Statewide Forest Service Liaison	1		[7]		cc		cc		cc									
C ₅	State G&F - Habitat Protection Coordinator	1		[8]						C ₅									
C ₆	Irrigation Company/District	1		[9]							C ₆								
C ₇	District Water Commissioner	1		[9]								cc							
C ₈	City Engineer	1		[10]									C ₈						
C ₉	County Engineer	1		[11]											C ₉				

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