

SUE Phase I

PROCEDURE AND CHECKLIST for Utility Designate (Horizontal) Meeting

(Updated 02/29/2012)

- Prior to requesting SUE, the Project Manager/Consultant must first notify the URR Utility Coordinator. (The Coordinator will determine if the need for SUE is warranted.)
- If SUE is warranted, then an initial submittal (to the Coordinator), which includes the items for Phase I, will be made.
- The coordinator will review the submitted information and ensure that the items required for the requested phase are all accounted for. (Must have Base Mapping with Survey Control).
- If everything is in order, the coordinator will then provide the Utility Engineer with a copy and request a meeting with the PM/consultant/Designer, the SUE On-call & the Utility Engineer.

Information to be provided by the Designer in advance of the meeting (Unless otherwise indicated)

1. 11 x17 hard-copy sheets showing project limits, proposed work. (The block **"NOT FOR CONSTRUCTION OR RECORDING"** must be removed and replaced with **"UTILITY DESIGNATING EXHIBIT"**)
2. Show the requested designating limits (**boxed in red color**).
3. Provide known survey controls (bring to meeting)
4. Show known utilities on plans (from as-builts, survey info, past designating, etc.)
5. Summary table (hard copy) showing linear footage of each type of utility (P, OP, G, FO, Tel, SD, W, S, etc.)
6. Provide items 1, 2, 3, and 4 on a CD in Microstation format (bring to meeting)
7. Submit items 1, 2, 4, and 5 in hard-copy format to URR
8. The Designating Meeting will then be scheduled no sooner than 1 week (7 days) after the receipt of submittals indicated under item 7.