

# Appendix B – Review Matrices

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## Review Submissions

The PDP includes a series of review submissions designed to ensure that all projects are developed in accordance with ODOT policies. The Review Matrices found in this Appendix provide a summary of these reviews. **The footnotes associated with these matrices provide specific information regarding the timing and content of each submission.**

The Project Manager is responsible for verifying that required review information is submitted in accordance with the project schedule and that review comments are appropriately addressed. Information on the content of each review submission can be found within the Major, Minor and Minimal PDP Process sections of this manual and/or in the technical manuals (e.g., *Location and Design Manual*).

**When significant review comments are generated, ODOT may require that the project team revise the submission and resubmit the modified document to ODOT for a compliance review.**

All review submissions must be coordinated by and are the responsibility of the District, **with the exception of the external coordination performed by the Office of Environmental Services.** The submissions may be reviewed by the District Office, Central Office, an external agency, **a resource agency or** one contracted by the Department for all or part of the submission. The District is responsible for the coordination of the review submissions to assure consistency of comments, scope compliance, and project intent.

**The District may consider allowing electronic submittals in addition to or as a replacement for paper submittals. The use of electronic submittals should be addressed in the scope of services document. Plan sheet image files may be provided in TIFF or PDF format. Text-based documents should be provided as searchable PDF files. Electronic submission of CADD files shall follow the requirements of *Location and Design Manual, Volume 3, Section 1500.***

Due to the relative importance of some activities, a number of submissions or portions of submissions must be reviewed and/or approved by Central Office. In addition, various external agencies have been granted review and/or approval authority based on state and/or federal law (e.g., environmental resource agencies, permitting agencies). Other external agencies (e.g., utility companies) are provided review submissions to expedite project development and to ensure an efficient use of both ODOT and external agency resources.

Reviews are categorized as follows:

- A = Required review and approval. The documents to be reviewed must be submitted to the indicated review office or agency. The Project Manager must resolve all comments to the satisfaction of the involved review office or agency.
- C = Required review and comment. The documents to be reviewed must be submitted to the indicated review office or agency. The District Project Manager should consider and address all comments. The District must provide a rationale to the involved reviewer for any comment not incorporated.
- F = Information only. The documents must be submitted to the indicated review office or agency for information. Review comments are not expected.
- O = Optional review. The District should decide whether a review is necessary based on project complexity and sensitivity. Note that the Federal Highway Administration may require reviews on any project in accordance with the Federal Oversight Agreement. Central Office may select any project for review as per the Quality Assurance Review Policy.

# Appendix B – Review Matrices

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N = Not applicable. Review materials should not be submitted to the indicated review office or agency.

The number of copies of a review submission needed by Central Office or an external agency is indicated by using a dash followed by the typical number of copies needed (i.e., six copies of a required review and approval document is identified by A-6). When the number of copies required for a submission varies from the required number shown in the PDP Review Matrices, the number of paper or electronic copies required should be addressed in the scope of services document.

The last row of each matrix lists the total number of Central Office or External Agency copies required for a “typical” project. This number is provided as a general reference only. This number may be used as a general estimate of copies needed during development of the scope of services document. This number does not necessarily correspond to the maximum number of copies that would be needed. “Typical” project attributes can be found in the footnotes of each matrix. Additional copies will be required for District review. Each project must be evaluated to determine the correct number of copies required. The Project Manager is responsible for ensuring that all submittals are provided to the appropriate office or agency for review, with the exception of submissions to environmental resource agencies which are handled by the Office of Environmental Services.

## Submissions to Central Office

Projects prepared by the District Office should be submitted directly to each involved office or technical specialty area. For projects developed by a consultant, there are two methods for sending review submissions to Central Office:

- 1) The consultant submits documents directly to each involved office or technical specialty area. **The consultant should provide a copy of the transmittals to the District Project Manager.**
- 2) The consultant submits multiple copies of the review documents to the District Project Manager. The District reviews these documents and submits them to each involved office or technical specialty area.

The consultant scope of services should address which method of submission is desired by the District.

## Submissions to External Agencies

For external agencies, review submissions should be submitted as follows:

- 1) The Office of Environmental Services will coordinate **the following** planning documents for Major Projects: **Study Area, Public/Stakeholder Involvement Plan, Existing and Future Conditions Report, Draft Purpose and Need, and Planning Study.** This is noted in the review matrices.
- 2) **Submissions to the environmental resource agencies (i.e., the Bureau of Underground Storage Tank Regulation, Ohio Department of Natural Resources, Ohio Environmental Protection Agency, Ohio Department of Agriculture, National Park Service, State Historic Preservation Office, U.S. Army Corps of Engineers, U. S. Coast Guard, U.S. Department of the Interior, U.S. Fish and Wildlife Service and U.S. Environmental Protection Agency) must be submitted through the Office of Environmental Services.** This is noted in the review matrices.
- 3) All other review documents may be submitted directly to the involved review agency.

For consultant prepared documents, the District should determine if the consultant should submit review documents as noted above or whether the District will review these documents prior to submission. The consultant scope of services should indicate which method of submission is desired.

# Appendix B – Review Matrices

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## Review Comments

Review comments will be submitted back to the District Project Manager as follows:

- 1) The Office of Environmental Services will coordinate **comments on the following planning documents for Major Projects: Study Area, Public/Stakeholder Involvement Plan, Existing and Future Conditions Report, Draft Purpose and Need, and Planning Study.**
- 2) **The Office of Environmental Services will coordinate** all comments from the environmental resource agencies and comments on all environmental documents. **This is noted in the review matrices.**
- 3) All other review comments will be submitted directly from the review agency to the District Project Manager and the District will coordinate the comments.

Coordination of comments will involve tracking and gathering comments from the involved review agencies, reviewing these comments, resolving any conflicting or impractical comments with the involved review agency and transmitting pertinent information to the Project Manager and/or project design team.

## Disposition of Review Comments

**When review comments are received, a written disposition of these comments is required. Each comment should be addressed, either by:**

- 1) **Indicating that the comment has been fully incorporated,**
- 2) **Providing a rationale as to why the suggested change should not be made, or**
- 3) **Explaining how the comment has been otherwise addressed.**

**The disposition of comments should normally be submitted to the Project Manager who will forward the information to the involved reviewers, as necessary. It is required that all comments from reviewers with “A – Required review and approval” authority be provided with a disposition of their review comments.**

**In order to encourage effective communication between the project team and the project's reviewers, the disposition of review comments should be submitted as soon as possible after a review. At a minimum, the disposition must be submitted along with the next review that covers the involved aspect of project development (e.g., include a disposition of Stage 2 comments with the Stage 3 submission, respond to Phase 1 Historic Architecture Survey comments with the Phase 2 Historic Architecture Survey submission).**

## Project Sponsors

Projects can be sponsored by various agencies other than ODOT (e.g., cities, counties, MPOs). The “Project Sponsor” row of the external agency matrices lists a recommended series of reviews. The actual review requirements and coordination responsibilities for these projects should be addressed through a mutual agreement between the project sponsor and ODOT during the early stages of project development.


It should be noted that the “County” and “Local Public Agency” rows of the external agency matrices are provided for reviews that are required from these agencies because the work falls within their jurisdiction, not because they are sponsor of the project. For example, the County Engineer has approval authority over the local alternate detour route regardless of whether the County is the project sponsor. If the County is the project sponsor, all reviews listed in both the “County” and “Project Sponsor” rows in the external agency matrices apply to the County.

## Review Times

It is critical that appropriate review times be incorporated into project schedules. A list of estimated review times is provided in **Appendix C.**

# Appendix B – Review Matrices

## Central Office Reviews for Major Projects

|  | Step 1     |                                     |                                 | Step 2             |                                       |                        |                   | Step 4                  |                |
|--|------------|-------------------------------------|---------------------------------|--------------------|---------------------------------------|------------------------|-------------------|-------------------------|----------------|
|  Coordinates Central Office Comments<br>A-# – Required review and approval – Number of Copies<br>C-# – Required review and comment – Number of Copies<br>F-# – Information only – Number of Copies<br>N – Not applicable<br>O – Optional review | Study Area | Public/Stakeholder Involvement Plan | Federal Oversight Determination | Red Flag Summary   | Existing and Future Conditions Report | Draft Purpose and Need | Analysis/Modeling | Preliminary Legislation | Planning Study |
| Chief Legal  | N          | N                                   | N                               | N                  | N                                     | N                      | N                 | N                       | C-1            |
| Construction Administration  | N          | N                                   | N                               | N                  | N                                     | N                      | N                 | N                       | N              |
| Design Aesthetics Committee  | N          | N                                   | N                               | N                  | N                                     | N                      | N                 | N                       | N              |
| Environmental Services   | C-3        | A-2                                 | N                               | C-3                | C-1                                   | A <sup>(28)</sup> -2   | F-1               | O                       | A-2            |
| Estimating   | N          | N                                   | N                               | N                  | N                                     | N                      | N                 | N                       | N              |
| Geotechnical Engineering   | N          | N                                   | N                               | C-1 <sup>(6)</sup> | N                                     | N                      | N                 | N                       | N              |
| Pavement Engineering   | N          | N                                   | N                               | O                  | N                                     | N                      | N                 | N                       | N              |
| Production   | N          | N                                   | N                               | N                  | N                                     | N                      | N                 | N                       | N              |
| Project Manager <sup>(35)</sup>  | A-1        | A-1                                 | C <sup>(34)</sup> -1            | A-1                | A-1                                   | A-1                    | A-1               | A-1                     | A-1            |
| Real Estate (Railroad Coordinator)   | N          | N                                   | N                               | O                  | N                                     | N                      | N                 | N                       | N              |
| Real Estate (Region)   | N          | N                                   | N                               | O                  | N                                     | N                      | N                 | N                       | N              |
| Real Estate (Utilities)  | N          | N                                   | N                               | O                  | N                                     | N                      | N                 | N                       | N              |
| Roadway Engineering Services   | O          | N                                   | N                               | O                  | O                                     | N                      | C-1               | N                       | N              |
| Structural Engineering (Bridges)   | N          | N                                   | N                               | O                  | N                                     | N                      | N                 | N                       | N              |
| Structural Engineering (Hydraulics)  | N          | N                                   | N                               | O                  | N                                     | N                      | N                 | N                       | N              |
| Systems Planning and Program Management  | O          | O                                   | N                               | O                  | O                                     | C-1                    | N                 | N                       | C-1            |
| Technical Services   | N          | N                                   | N                               | N                  | N                                     | N                      | C-1               | N                       | N              |
| Traffic Engineering  | N          | N                                   | N                               | O                  | N                                     | N                      | O                 | N                       | N              |
| Number of Central Office Copies for a “Typical Major Project” <sup>(31)</sup> :  | 4          | 3                                   | 1                               | 5                  | 2                                     | 4                      | 4                 | 1                       | 5              |

# Appendix B – Review Matrices

## Central Office Reviews for Major Projects

|   | Step 5                                  |                                  |                                      |                                      |                               | Step 6                           |   |
|---|---|----------------------------------|--------------------------------------|--------------------------------------|-------------------------------|----------------------------------|---|
|   | Environmental Site Assessment Screening | Level 1 Ecological Survey Report | Ecological Resource Inventory Report | Phase I Historic Architecture Survey | Conceptual Alternatives Study | Level 2 Ecological Survey Report | Phase 1 Environmental Site Assessment Screening |
| <p>■ Coordinates Central Office Comments</p> <p>A-# – Required review and approval – Number of Copies</p> <p>C-# – Required review and comment – Number of Copies</p> <p>F-# – Information only – Number of Copies</p> <p>N – Not applicable</p> <p>O – Optional review</p> |   |                                  |                                      |                                      |                               |                                  |   |
| Chief Legal   | N                                       | N                                | N                                    | N                                    | C-1                           | N                                | N   |
| Construction Administration   | N                                       | N                                | N                                    | N                                    | N                             | N                                | N   |
| Design Aesthetics Committee   | N                                       | N                                | N                                    | N                                    | N                             | N                                | N   |
| Environmental Services  | A-1                                     | A-1                              | A-1                                  | A-1                                  | A-5                           | A-1                              | A-1   |
| Estimating  | N                                       | N                                | N                                    | N                                    | N                             | N                                | N   |
| Geotechnical Engineering  | N                                       | N                                | N                                    | N                                    | C-1                           | N                                | N   |
| Pavement Engineering  | N                                       | N                                | N                                    | N                                    | N                             | N                                | N   |
| Production  | N                                       | N                                | N                                    | N                                    | N                             | N                                | N   |
| Project Manager <sup>(35)</sup>   | O                                       | O                                | O                                    | O                                    | A-1                           | O                                | O   |
| Real Estate (Railroad Coordinator)  | N                                       | N                                | N                                    | N                                    | N                             | N                                | N   |
| Real Estate (Region)  | N                                       | N                                | N                                    | N                                    | C <sup>(13)</sup> -1          | N                                | N   |
| Real Estate (Utilities)   | N                                       | N                                | N                                    | N                                    | N                             | N                                | N   |
| Roadway Engineering Services  | N                                       | N                                | N                                    | N                                    | C-1                           | N                                | N   |
| Structural Engineering (Bridges)  | N                                       | N                                | N                                    | N                                    | O                             | N                                | N   |
| Structural Engineering (Hydraulics)   | N                                       | N                                | N                                    | N                                    | O                             | N                                | N   |
| Systems Planning and Program Management   | N                                       | N                                | N                                    | N                                    | C-1                           | N                                | N   |
| Technical Services  | N                                       | N                                | N                                    | N                                    | N                             | N                                | N   |
| Traffic Engineering   | N                                       | N                                | N                                    | N                                    | O                             | N                                | N   |
| Number of Central Office Copies for a "Typical Major Project" <sup>(31)</sup> :   | 1                                       | 1                                | 1                                    | 1                                    | 11                            | 1                                | 1   |

# Appendix B – Review Matrices

## Central Office Reviews for Major Projects

|  | Step 6 Continued                        |                                   |  |                                     |                                       |                             |                                   |                                   |
|--|---|-----------------------------------|--|-------------------------------------|---------------------------------------|-----------------------------|-----------------------------------|-----------------------------------|
| <p> <span style="background-color: #cccccc; display: inline-block; width: 1em; height: 1em; vertical-align: middle;"></span> Coordinates Central Office Comments<br/>                     A-# – Required review and approval – Number of Copies<br/>                     C-# – Required review and comment – Number of Copies<br/>                     F-# – Information only – Number of Copies<br/>                     N – Not applicable<br/>                     O – Optional review                 </p> | Quantitative Air Toxics Analysis Report | Preliminary Noise Analysis Report | Maintenance of Traffic Alternatives Analysis | Assessment of Feasible Alternatives | Phase II Historic Architecture Survey | Section 4(f) Determinations | Value Engineering Study Documents | Constructability Review Documents |
| Chief Legal  | N                                       | N                                 | N  | C-1                                 | N                                     | N                           | N                                 | N                                 |
| Construction Administration  | N                                       | N                                 | C-1  | N                                   | N                                     | N                           | N                                 | N                                 |
| Design Aesthetics Committee  | N                                       | N                                 | N  | O                                   | N                                     | N                           | N                                 | N                                 |
| Environmental Services   | A <sup>(33)</sup> -1                    | A-1                               | N  | A-6                                 | A-1                                   | A-2                         | C-1                               | N                                 |
| Estimating   | N                                       | N                                 | N  | N                                   | N                                     | N                           | N                                 | N                                 |
| Geotechnical Engineering   | N                                       | N                                 | N  | C-1                                 | N                                     | N                           | N                                 | N                                 |
| Pavement Engineering   | N                                       | N                                 | N  | N                                   | N                                     | N                           | N                                 | N                                 |
| Production   | N                                       | N                                 | N  | N                                   | N                                     | N                           | C <sup>(9)</sup> -10              | C <sup>(15)</sup> -1              |
| Project Manager <sup>(35)</sup>  | O                                       | O                                 | C-1  | A-1                                 | O                                     | O                           | C-1                               | C-1                               |
| Real Estate (Railroad Coordinator)   | N                                       | N                                 | N  | O                                   | N                                     | N                           | N                                 | N                                 |
| Real Estate (Region)   | N                                       | N                                 | N  | C <sup>(13)</sup> -1                | N                                     | N                           | N                                 | N                                 |
| Real Estate (Utilities)  | N                                       | N                                 | N  | O                                   | N                                     | N                           | N                                 | N                                 |
| Roadway Engineering Services   | N                                       | N                                 | N  | C-1                                 | N                                     | N                           | N                                 | N                                 |
| Structural Engineering (Bridges)   | N                                       | N                                 | N  | O                                   | N                                     | N                           | N                                 | N                                 |
| Structural Engineering (Hydraulics)  | N                                       | N                                 | N  | O                                   | N                                     | N                           | N                                 | N                                 |
| Systems Planning and Program Management  | N                                       | N                                 | N  | C-1                                 | N                                     | N                           | N                                 | N                                 |
| Technical Services   | O                                       | N                                 | N  | A <sup>(21)</sup> -1                | N                                     | N                           | N                                 | N                                 |
| Traffic Engineering  | N                                       | N                                 | A-1  | C-1                                 | N                                     | N                           | N                                 | N                                 |
| Number of Central Office Copies for a “Typical Major Project” <sup>(31)</sup> :  | --                                      | 1                                 | 3  | 14                                  | 1                                     | 2                           | 12                                | 2                                 |

# Appendix B – Review Matrices

## Central Office Reviews for Major Projects

|   | Step 7  |                                       |  |  |  |                       |                                    |                               |
|---|---|---------------------------------------|--|--|--|-----------------------|------------------------------------|-------------------------------|
| <div style="background-color: #cccccc; width: 20px; height: 20px; display: inline-block; vertical-align: middle;"></div> Coordinates Central Office Comments<br>A-# – Required review and approval – Number of Copies<br>C-# – Required review and comment – Number of Copies<br>F-# – Information only – Number of Copies<br>N – Not applicable<br>O – Optional review | Phase II Environmental Site Assessment and Site Work Plan | Phase I and II Archaeological Surveys | Determination of Effects for Historic Properties | Final Section 4(f) Programmatic/Individual Evaluations | Documentation for Consultation and Memorandum of Agreement | Biological Assessment | Preliminary Waterway Impact Report | Waterway Permit Determination |
| Chief Legal   | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Construction Administration   | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Design Aesthetics Committee   | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Environmental Services  | A-1   | A-1                                   | A-1  | A <sup>(37)</sup> -2                                   | A-1  | A-1                   | A-1                                | A <sup>(2)</sup> -1           |
| Estimating  | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Geotechnical Engineering  | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Pavement Engineering  | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Production  | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Project Manager <sup>(35)</sup>   | O   | O                                     | O  | O  | C-1  | O                     | O                                  | C-1                           |
| Real Estate (Railroad Coordinator)  | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Real Estate (Region)  | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Real Estate (Utilities)   | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Roadway Engineering Services  | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Structural Engineering (Bridges)  | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Structural Engineering (Hydraulics)   | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Systems Planning and Program Management   | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Technical Services  | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Traffic Engineering   | N   | N                                     | N  | N  | N  | N                     | N                                  | N                             |
| Number of Central Office Copies for a “Typical Major Project” <sup>(31)</sup> :   | 1   | 1                                     | 1  | 2  | 2  | 1                     | 1                                  | 2                             |

# Appendix B – Review Matrices

## Central Office Reviews for Major Projects

|   | Step 7 Continued                   |                                    |   |   |                               |                     | Step 8                      |
|---|------------------------------------|------------------------------------|---|---|-------------------------------|---------------------|-----------------------------|
|   | Draft Waterway Permit Applications | Preferred Alternative Verification | Environmental Site Assessment Remediation Plan Note | Draft Environmental Document (Categorical Exclusion - Level 4, Environmental Assessment, or Draft Environmental Impact Statement) | Access Point Request Document | Pavement Design     | Final Noise Analysis Report |
| <p>■ Coordinates Central Office Comments</p> <p>A-# – Required review and approval – Number of Copies</p> <p>C-# – Required review and comment – Number of Copies</p> <p>F-# – Information only – Number of Copies</p> <p>N – Not applicable</p> <p>O – Optional review</p> |                                    |                                    |   |   |                               |                     |                             |
| Chief Legal   | N                                  | N                                  | N   | C-1   | N                             | N                   | N                           |
| Construction Administration   | N                                  | N                                  | N   | N   | N                             | N                   | N                           |
| Design Aesthetics Committee   | N                                  | N                                  | N   | N   | N                             | N                   | N                           |
| Environmental Services  | A <sup>(2)</sup> -1                | C-1                                | A-1   | A <sup>(28)</sup> -5  | N                             | N                   | A-1                         |
| Estimating  | N                                  | N                                  | N   | N   | N                             | N                   | N                           |
| Geotechnical Engineering  | N                                  | C-1                                | N   | N   | N                             | N                   | N                           |
| Pavement Engineering  | N                                  | N                                  | N   | N   | N                             | A <sup>(8)</sup> -1 | N                           |
| Production  | N                                  | N                                  | N   | N   | N                             | N                   | N                           |
| Project Manager <sup>(35)</sup>   | C-1                                | A-1                                | O   | C-1   | C-1                           | C-1                 | C-1                         |
| Real Estate (Railroad Coordinator)  | N                                  | C <sup>(10)</sup> -1               | N   | N   | N                             | N                   | N                           |
| Real Estate (Region)  | N                                  | C <sup>(13)</sup> -1               | N   | N   | N                             | N                   | N                           |
| Real Estate (Utilities)   | N                                  | O                                  | N   | N   | N                             | N                   | N                           |
| Roadway Engineering Services  | N                                  | A-1                                | N   | O   | A <sup>(30)</sup> -3          | N                   | N                           |
| Structural Engineering (Bridges)  | N                                  | A <sup>(16)</sup> -1               | N   | N   | N                             | N                   | N                           |
| Structural Engineering (Hydraulics)   | O                                  | A <sup>(18)</sup> -1               | N   | N   | N                             | N                   | N                           |
| Systems Planning and Program Management   | N                                  | A <sup>(7)</sup> -1                | N   | O   | N                             | N                   | N                           |
| Technical Services  | N                                  | N                                  | N   | N   | N                             | N                   | N                           |
| Traffic Engineering   | N                                  | A <sup>(22)</sup> -1               | N   | N   | N                             | N                   | N                           |
| Number of Central Office Copies for a “Typical Major Project” <sup>(31)</sup> :   | 2                                  | 7                                  | 1   | 7   | 4                             | 2                   | 2                           |

# Appendix B – Review Matrices

## Central Office Reviews for Major Projects

|   | Step 8 continued  |   |                          |                         |                                   |                                    |                             |
|---|---|---|--------------------------|-------------------------|-----------------------------------|------------------------------------|-----------------------------|
| <div style="background-color: #cccccc; width: 20px; height: 20px; display: inline-block; vertical-align: middle;"></div> Coordinates Central Office Comments<br>A-# – Required review and approval – Number of Copies<br>C-# – Required review and comment – Number of Copies<br>F-# – Information only – Number of Copies<br>N – Not applicable<br>O – Optional review | Final Environmental Document (Categorical Exclusion - Level 4, Environmental Assessment, or Final Environmental Impact Statement) | Finding of No Significant Impact / Record of Decision | Design Exception Request | Stage 1 Detailed Design | Value Engineering Study Documents | Final Waterway Permit Applications | Conceptual Mitigation Plans |
| Chief Legal   | C-1   | C-1   | N                        | N                       | N                                 | N                                  | N                           |
| Construction Administration   | N   | N   | N                        | N                       | N                                 | N                                  | N                           |
| Design Aesthetics Committee   | N   | N   | N                        | N                       | N                                 | N                                  | N                           |
| Environmental Services  | A <sup>(36)</sup> -3  | A <sup>(28)</sup> -1                                  | N                        | A <sup>(4)</sup> -1     | C-1                               | A <sup>(5)</sup> -1                | A-1                         |
| Estimating  | N   | N   | N                        | N                       | N                                 | N                                  | N                           |
| Geotechnical Engineering  | N   | N   | N                        | C-1                     | N                                 | N                                  | N                           |
| Pavement Engineering  | N   | N   | N                        | N                       | N                                 | N                                  | N                           |
| Production  | N   | N   | N                        | N                       | C <sup>(14)</sup> -10             | N                                  | N                           |
| Project Manager <sup>(35)</sup>   | C-1   | C-1   | C-1                      | A-1                     | C-1                               | C-1                                | C-1                         |
| Real Estate (Railroad Coordinator)  | N   | N   | N                        | C <sup>(12)</sup> -1    | N                                 | N                                  | N                           |
| Real Estate (Region)  | N   | N   | N                        | C <sup>(13)</sup> -1    | N                                 | N                                  | N                           |
| Real Estate (Utilities)   | N   | N   | N                        | O                       | N                                 | N                                  | N                           |
| Roadway Engineering Services  | N   | N   | A-1                      | A-1                     | N                                 | N                                  | N                           |
| Structural Engineering (Bridges)  | N   | N   | N                        | O                       | N                                 | N                                  | N                           |
| Structural Engineering (Hydraulics)   | N   | N   | N                        | A <sup>(19)</sup> -1    | N                                 | N                                  | N                           |
| Systems Planning and Program Management   | O   | N   | N                        | C-1                     | N                                 | N                                  | N                           |
| Technical Services  | N   | N   | N                        | N                       | N                                 | N                                  | N                           |
| Traffic Engineering   | N   | N   | N                        | C <sup>(23)</sup> -1    | N                                 | N                                  | N                           |
| Number of Central Office Copies for a “Typical Major Project” <sup>(31)</sup> :   | 6   | 3   | 2                        | 8                       | 12                                | 2                                  | 2                           |


# Appendix B – Review Matrices

## Central Office Reviews for Major Projects

|   | Step 9                   |                                |                        |                                   |                                |                         |                                   |
|---|--------------------------|--------------------------------|------------------------|-----------------------------------|--------------------------------|-------------------------|-----------------------------------|
| <div style="background-color: #cccccc; width: 20px; height: 15px; display: inline-block; vertical-align: middle;"></div> Coordinates Central Office Comments<br>A-# – Required review and approval – Number of Copies<br>C-# – Required review and comment – Number of Copies<br>F-# – Information only – Number of Copies<br>N – Not applicable<br>O – Optional review | Draft Data Recovery Plan | Coast Guard Permit Application | Final Mitigation Plans | Environmental Commitments Summary | Preliminary Right-of-Way Plans | Stage 2 Detailed Design | Constructability Review Documents |
| Chief Legal   | N                        | N                              | N                      | N                                 | N                              | N                       | N                                 |
| Construction Administration   | N                        | N                              | N                      | N                                 | N                              | N                       | N                                 |
| Design Aesthetics Committee   | N                        | N                              | N                      | N                                 | N                              | A <sup>(1)</sup> -1     | N                                 |
| Environmental Services  | A-1                      | A <sup>(29)</sup> -1           | A <sup>(37)</sup> -1   | A-1                               | O                              | A <sup>(4)</sup> -1     | N                                 |
| Estimating  | N                        | N                              | N                      | N                                 | N                              | N                       | N                                 |
| Geotechnical Engineering  | N                        | N                              | N                      | N                                 | N                              | C <sup>(1)</sup> -1     | N                                 |
| Pavement Engineering  | N                        | N                              | N                      | N                                 | N                              | N                       | N                                 |
| Production  | N                        | N                              | N                      | N                                 | N                              | N                       | C <sup>(27)</sup> -1              |
| Project Manager <sup>(35)</sup>   | C-1                      | C-1                            | C-1                    | C-1                               | A-1                            | A-1                     | C-1                               |
| Real Estate (Railroad Coordinator)  | N                        | N                              | N                      | N                                 | C <sup>(11)</sup> -1           | N                       | N                                 |
| Real Estate (Region)  | N                        | N                              | N                      | N                                 | C <sup>(13)</sup> -1           | O                       | N                                 |
| Real Estate (Utilities)   | N                        | N                              | N                      | N                                 | N                              | O                       | N                                 |
| Roadway Engineering Services  | N                        | N                              | N                      | N                                 | N                              | O                       | N                                 |
| Structural Engineering (Bridges)  | N                        | N                              | N                      | N                                 | N                              | C <sup>(17)</sup> -1    | N                                 |
| Structural Engineering (Hydraulics)   | N                        | N                              | N                      | N                                 | N                              | A <sup>(20)</sup> -1    | N                                 |
| Systems Planning and Program Management   | N                        | N                              | N                      | N                                 | O                              | O                       | N                                 |
| Technical Services  | N                        | N                              | N                      | N                                 | N                              | N                       | N                                 |
| Traffic Engineering   | N                        | N                              | N                      | N                                 | N                              | O                       | N                                 |
| Number of Central Office Copies for a "Typical Major Project" <sup>(31)</sup> :   | 2                        | 2                              | 2                      | 2                                 | 3                              | 4                       | 2                                 |

# Appendix B – Review Matrices

## Central Office Reviews for Major Projects

|   | Step 10                  |                             | Step 11                 |                                 | Step 12              | Step 13                                   |                   |
|---|--------------------------|-----------------------------|-------------------------|---------------------------------|----------------------|---|-------------------|
|   | Final Right-of-Way Plans | Final Right-of-Way Tracings | Stage 3 Detailed Design | Environmental Consultation Form | Final Tracings       | Plans, Specifications, & Estimate Package | Final Legislation |
|  Coordinates Central Office Comments<br><b>A-#</b> – Required review and approval – Number of Copies<br><b>C-#</b> – Required review and comment – Number of Copies<br><b>F-#</b> – Information only – Number of Copies<br>N – Not applicable<br>O – Optional review |                          |                             |                         |                                 |                      |   |                   |
| Chief Legal   | N                        | N                           | N                       | N                               | N                    | N   | N                 |
| Construction Administration   | N                        | N                           | N                       | N                               | F <sup>(25)</sup> -1 | N   | N                 |
| Design Aesthetics Committee   | N                        | N                           | N                       | N                               | N                    | N   | N                 |
| Environmental Services  | O                        | N                           | A <sup>(24)</sup> -1    | O                               | N                    | N   | N                 |
| Estimating  | N                        | N                           | N                       | N                               | N                    | A <sup>(32)</sup> -3                      | A-1               |
| Geotechnical Engineering  | N                        | N                           | C-1                     | N                               | N                    | N   | N                 |
| Pavement Engineering  | N                        | N                           | N                       | N                               | N                    | N   | N                 |
| Production  | N                        | N                           | F <sup>(3)</sup> -1     | N                               | N                    | N   | N                 |
| Project Manager <sup>(35)</sup>   | A-1                      | A-1                         | A-1                     | A-1                             | A-1                  | F-1                                       | F-1               |
| Real Estate (Railroad Coordinator)  | C <sup>(11)</sup> -1     | N                           | C <sup>(10)</sup> -1    | N                               | F <sup>(10)</sup> -1 | N   | N                 |
| Real Estate (Region)  | C <sup>(13)</sup> -1     | O                           | O                       | N                               | N                    | N   | N                 |
| Real Estate (Utilities)   | N                        | N                           | C <sup>(26)</sup> -1    | N                               | N                    | N   | N                 |
| Roadway Engineering Services  | N                        | N                           | O                       | N                               | N                    | N   | N                 |
| Structural Engineering (Bridges)  | N                        | N                           | O                       | N                               | N                    | N   | N                 |
| Structural Engineering (Hydraulics)   | N                        | N                           | O                       | N                               | N                    | N   | N                 |
| Systems Planning and Program Management   | O                        | N                           | C-1                     | N                               | N                    | N   | N                 |
| Technical Services  | N                        | N                           | N                       | N                               | N                    | N   | N                 |
| Traffic Engineering   | N                        | N                           | O                       | N                               | N                    | N   | N                 |
| Number of Central Office Copies for a “Typical Major Project” <sup>(31)</sup> :   | 3                        | 1                           | 7                       | 1                               | 3                    | 4   | 2                 |

# Appendix B – Review Matrices

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## Central Office Reviews for Major Projects

- (1) During Stage 2 Detailed Design development, submit descriptions of aesthetic items (e.g., noise wall details, concrete textures, landscape design and color), **cost estimate and source of funding** to the Design Aesthetics Committee. Approval from the Design Aesthetics Committee must be obtained prior to submitting for Stage 2 Detailed Design Review.
- (2) Submit waterway permit determination to the Office of Environmental Services **during Preferred Alternative Verification development** for all work in streams, rivers or wetlands. The Office of Environmental services will make a preliminary waterway permit determination and determine if the project requires U.S. Coast Guard coordination or is a Section 9 Bridge Project. After incorporating review comments from the Office of Environmental Services, submit draft waterway permit application **to the Office of Environmental Services**.
- (3) **If a Value Engineering Study has been performed on a project, submit Stage 3 Plans.**
- (4) Submit plans involving historic properties, including historic bridges, if requested by the State Historic Preservation Office. The Office of Environmental Services will submit to the State Historic Preservation Office for review and comment. Submission of projects without historic property involvement is optional.
- (5) Submit final waterway permit applications to the Office of Environmental Services for agency coordination review and approval. Obtain waterway permit authorization prior to submitting Final Tracings to Central Office.
- (6) Submit Red Flag Summary for projects with retaining walls, slope stability issues, settlement concerns, rockfalls, mine subsidence, hydrogeologic concerns or subgrade treatments. Submission of projects without these issues is optional. **Central Office review of the Red Flag Summary is optional when a review has been performed by the District Geotechnical Engineer.**
- (7) Submit all Major Projects for review and approval. During Preferred Alternative Verification development, submit exceptions to the Traffic Management in Work Zones Interstate and Other Freeways Policy to the **Major Rehab Program Manager**. Approval from the Maintenance of Traffic Exceptions Committee (MOTEC) must be obtained prior to submitting for Stage 1 Detailed Design Review.
- (8) **Submit all Major Projects for review and approval. If required by the Pavement Type Selection Process, request pavement design.**
- (9) Submit projects for Value Engineering if required by the Value Engineering Policy. **The number of copies needed will vary based on specific project issues. The Office of Production will distribute copies to FHWA and other offices as needed.**
- (10) Submit projects involving railroad work. **Submission of other projects is optional.**
- (11) Submit projects involving acquisition of railroad property. **Submission of other projects is optional.**
- (12) **Railroad Agreement handled by Central Office State Rail Coordinator.**
- (13) Submit projects involving right of way acquisition for verification of right of way acquisition cost estimates and property rights.
- (14) **Submit projects for Value Engineering if required by the Value Engineering Policy. The second Value Engineering Study should be conducted during Stage 2 Design. The number of copies needed will vary based on specific project issues. The Office of Production will distribute copies to FHWA and other offices as needed.**

# Appendix B – Review Matrices

## Central Office Reviews for Major Projects

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- (15) Constructability Reviews may be conducted by District Construction or completed by a consultant. When completed by a consultant the contract may be coordinated through the statewide constructability review program (Office of Production) or through the District Office. The First Constructability Review should be done concurrently with the Preliminary Engineering Value Engineering Study.
- (16) During Preferred Alternative Verification Design development, submit projects with non-standard railing types, non-redundant designs and fracture critical members. Obtain approval of non-standard railing types prior to submitting for Stage 1 Detailed Design Review. Submission of other projects or studies is optional.
- (17) For structures with non-redundant and/or fracture critical details, a complete stage 2 submission shall be made to the Office of Structural Engineering for review and comment. Submission of other projects is optional.
- (18) During Preferred Alternative Verification development, submit rainfall intensity curves other than those published in the Location and Design Manual, Volume 2. Obtain approval prior to submitting for Preferred Alternative Verification Review. Submission of other projects is optional.
- (19) During Stage 1 Detailed Design development, submit deviations from Pipe Policy and submit storm systems that are oversized to accommodate flow from anticipated development. Approval of these areas is required prior to Stage 1 Detailed Design approval. Submission of other projects is optional.
- (20) During Stage 2 Detailed Design development, submit projects involving special designs for precast reinforced concrete box culverts, three-sided flat-topped culverts and precast reinforced concrete arch sections where the usual maximum height of cover is exceeded. Submission of projects that do not contain these items is optional.
- (21) Request validated or certified traffic for design purposes from the Office of Technical Services. If certified traffic for design has already been provided and no changes to opening and design year traffic have been made and significant land use changes have not been proposed since completion of certified traffic, no action is required.
- (22) During Preferred Alternative Verification development, submit exceptions to the Traffic Management in Work Zones Interstate and Other Freeways Policy directly to the Office of Traffic Engineering. Approval from the Maintenance of Traffic Exceptions Committee (MOTEC) must be obtained prior to submitting for Stage 1 Detailed Design Review. Submission of projects without MOTEC involvement is optional.
- (23) Submit all projects with an estimated construction cost greater than ten million dollars. Submission of other projects is optional.
- (24) Submit plans involving State Scenic Rivers, State Wildlife Areas and State Recreational Areas. The Office of Environmental Services will submit to the Ohio Department of Natural Resources for approval. Submission of other projects is optional.
- (25) Submit Innovative Contracting Notification Form, Part I for projects requiring innovative contracting.
- (26) Submit projects that involve water, sanitary sewer, municipal electric and/or streamline work to be performed by ODOT contract. Submit all Federal Oversight projects. Submission of other projects is optional.
- (27) Constructability Reviews may be conducted by District Construction or completed by a consultant. When completed by a consultant the contract may be coordinated through the

# Appendix B – Review Matrices

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## Central Office Reviews for Major Projects

statewide constructability review program (Office of Production) or through the District Office. The Second Constructability Review should be conducted during Stage 2 design.

- (28) The Office of Environmental Services will submit to the Federal Highway Administration for approval.
- (29) Obtain waterway permit authorization prior to submitting Final Tracings to Central Office.
- (30) If the Access Point Request Document is for a non-interstate freeway, only two copies are needed. In addition, a PDF file with the capability to search text should be provided.
- (31) The “Number of Central Office Copies for a Typical Major Project” does NOT represent the total number of copies needed for review. The total number of copies must address all pertinent reviews/reviewers listed in the Central Office and External Agency Review matrices as well as any additional reviews/reviewers listed in the Scope of Services document (including multiple copies for District review). Every project is unique and the project team must evaluate the project’s characteristics and determine the required number of copies immediately prior to submitting for review.

The number listed in last row of the matrix is intended to assist in making a preliminary estimate (usually during initial scoping) of the number of copies needed for Central Office review. The number does not include all possible reviews, but rather assumes a “typical” Major Project that has the following attributes:

- Work in streams, rivers or wetlands requiring waterway permits
- Geotechnical concerns (subgrade treatments, slope stability issues, settlement concerns, etc.)
- Project requires direct Federal oversight
- Pavement Selection Committee review is required in accordance with the Pavement Type Selection Process
- A Value Engineering Study is required
- Work is on or adjacent to railroad/railway property and will require property acquisition from railroad/railway
- Right of way acquisition is required
- Certified Traffic has already been obtained by the District prior to scoping the designer
- Constructability review is required
- Environmental Impact Statement document
- Located in MPO area
- Work involves state and national scenic river
- Work involves State Wildlife Areas and State Recreational Areas
- Access Point Request Document needed
- Design Exception request needed
- Involves historic properties, including historic bridges
- Innovating contracting required
- Project encroaches into delineated flood zones
- Project involves 4(f) properties

This list of “typical” attributes does not supersede the definition of a Major Project as listed in Section 106.

Additional copies for District review are almost always necessary. The required number of copies needed for District review should be addressed in the Scope of Services document.

The number of copies listed in the Central Office review matrix does not reflect submittals made to external agencies through Central Office. See the external office matrices for the number of copies needed for submittals to external agencies through Central Office.

# Appendix B – Review Matrices

## Central Office Reviews for Major Projects

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- (32) Submit the original plans and two copies.
- (33) Submittal required for projects with a higher potential for meaningful mobile source air toxic effects according to the Office of Environmental Services Air Toxic Guidance.
- (34) If required by the Federal Oversight Agreement.
- (35) The number of copies provided for the Project Manager should be according to the Scope of Services. A minimum of one copy is required for all required reviews identified in this matrix.
- (36) The Office of Environmental Services will submit to the Federal Highway Administration for approval. For projects involving Environmental Assessments or Environmental Impact Statements, contact the Office of Environmental Services for the number of copies needed.
- (37) Mitigation for Section 4(f) shall be included in the Final Section 4(f) Evaluation.

# Appendix B – Review Matrices

## Central Office Reviews for Minor Projects

|   | Step 1     |                      |                            |                                     |                                 | Step 2                  |
|---|------------|----------------------|----------------------------|-------------------------------------|---------------------------------|-------------------------|
|   | Study Area | Red Flag Summary     | Purpose and Need Statement | Public/Stakeholder Involvement Plan | Federal Oversight Determination | Preliminary Legislation |
| <p>Coordinates Central Office Comments</p> <p>A-# – Required review and approval – Number of Copies</p> <p>C-# – Required review and comment – Number of Copies</p> <p>F-# – Information only – Number of Copies</p> <p>N – Not applicable</p> <p>O – Optional review</p> |            |                      |                            |                                     |                                 |                         |
| Chief Legal   | N          | N                    | N                          | N                                   | N                               | N                       |
| Construction Administration   | N          | N                    | N                          | N                                   | N                               | N                       |
| Design Aesthetics Committee   | N          | N                    | N                          | N                                   | N                               | N                       |
| Environmental Services  | O          | C <sup>(9)</sup> -3  | A <sup>(9)</sup> -2        | A <sup>(9)</sup> -2                 | N                               | N                       |
| Estimating  | N          | N                    | N                          | N                                   | N                               | N                       |
| Geotechnical Engineering  | N          | C <sup>(5)</sup> -1  | N                          | N                                   | N                               | N                       |
| Pavement Engineering  | N          | A <sup>(31)</sup> -1 | N                          | N                                   | N                               | N                       |
| Production  | N          | N                    | N                          | N                                   | N                               | N                       |
| Project Manager <sup>(39)</sup>   | A-1        | A-1                  | C <sup>(9)</sup> -1        | A <sup>(9)</sup> -1                 | C <sup>(38)</sup> -1            | A-1                     |
| Real Estate (Railroad Coordinator)  | N          | O                    | N                          | N                                   | N                               | N                       |
| Real Estate (Region)  | N          | O                    | N                          | N                                   | N                               | N                       |
| Real Estate (Utilities)   | N          | O                    | N                          | N                                   | N                               | N                       |
| Roadway Engineering Services  | O          | O                    | N                          | N                                   | N                               | N                       |
| Structural Engineering (Bridges)  | N          | O                    | N                          | N                                   | N                               | N                       |
| Structural Engineering (Hydraulics)   | N          | O                    | N                          | N                                   | N                               | N                       |
| System Planning and Program Management <sup>(28)</sup>  | O          | O                    | N                          | N                                   | N                               | N                       |
| Technical Services  | N          | N                    | N                          | N                                   | N                               | N                       |
| Traffic Engineering   | N          | O                    | N                          | N                                   | N                               | N                       |
| Number of Central Office Copies for a "Typical Minor Project" <sup>(36)</sup> :   | 1          | 2                    | 2                          | 2                                   | --                              | 1                       |

# Appendix B – Review Matrices

## Central Office Reviews for Minor Projects

|   | Step 3                             |                                  |   |                                      |                             |   |  |                                       |
|---|------------------------------------|----------------------------------|---|--------------------------------------|-----------------------------|---|--|---------------------------------------|
|   | Ecological Memorandum of Agreement | Level 1 Ecological Survey Report | Quantitative Air Toxics Analysis Report | Phase I Historic Architecture Survey | Section 4(f) Determinations | Environmental Site Assessment Screening | Maintenance of Traffic Alternatives Analysis | Minor Project Preliminary Engineering |
| <p>Coordinates Central Office Comments</p> <p>A-# – Required review and approval – Number of Copies</p> <p>C-# – Required review and comment – Number of Copies</p> <p>F-# – Information only – Number of Copies</p> <p>N – Not applicable</p> <p>O – Optional review</p> |                                    |                                  |   |                                      |                             |   |  |                                       |
| Chief Legal   | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | N                                     |
| Construction Administration   | N                                  | N                                | N                                       | N                                    | N                           | N                                       | C-1 <sup>(25)</sup>                          | N                                     |
| Design Aesthetics Committee   | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | N                                     |
| Environmental Services  | A <sup>(27)</sup> -1               | A-1                              | A <sup>(32)</sup> -1                    | A-1                                  | A-2                         | A <sup>(29)</sup> -1                    | N  | A <sup>(3)</sup> -2                   |
| Estimating  | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | N                                     |
| Geotechnical Engineering  | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | C-1                                   |
| Pavement Engineering  | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | N                                     |
| Production  | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | N                                     |
| Project Manager <sup>(39)</sup>   | C <sup>(27)</sup> -1               | O                                | O                                       | O                                    | O                           | O                                       | C-1 <sup>(25)</sup>                          | A-1                                   |
| Real Estate (Railroad Coordinator)  | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | C <sup>(12)</sup> -1                  |
| Real Estate (Region)  | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | O                                     |
| Real Estate (Utilities)   | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | O                                     |
| Roadway Engineering Services  | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | O                                     |
| Structural Engineering (Bridges)  | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | A <sup>(19)</sup> -1                  |
| Structural Engineering (Hydraulics)   | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | A <sup>(21)</sup> -1                  |
| System Planning and Program Management <sup>(28)</sup>  | N                                  | N                                | N                                       | N                                    | N                           | N                                       | N  | C <sup>(8)</sup> -1                   |
| Technical Services  | N                                  | N                                | O                                       | N                                    | N                           | N                                       | N  | A <sup>(24)</sup> -1                  |
| Traffic Engineering   | N                                  | N                                | N                                       | N                                    | N                           | N                                       | A-1 <sup>(25)</sup>                          | A <sup>(8)</sup> -1                   |
| Number of Central Office Copies for a “Typical Minor Project” <sup>(36)</sup> :   | --                                 | --                               | --                                      | --                                   | --                          | --                                      | --   | 3                                     |

# Appendix B – Review Matrices

## Central Office Reviews for Minor Projects

|   | Step 3 Continued              |                      |                               |                                    |                                   |                                   |                                   |
|---|-------------------------------|----------------------|-------------------------------|------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
|   | Access Point Request Document | Pavement Design      | Waterway Permit Determination | Draft Waterway Permit Applications | Value Engineering Study Documents | Constructability Review Documents | Preliminary Noise Analysis Report |
| <p>Coordinates Central Office Comments</p> <p>A-# – Required review and approval – Number of Copies</p> <p>C-# – Required review and comment – Number of Copies</p> <p>F-# – Information only – Number of Copies</p> <p>N – Not applicable</p> <p>O – Optional review</p> |                               |                      |                               |                                    |                                   |                                   |                                   |
| Chief Legal   | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Construction Administration   | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Design Aesthetics Committee   | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Environmental Services  | N                             | N                    | A <sup>(2)</sup> -1           | A <sup>(4)</sup> -1                | C-1                               | N                                 | A-1                               |
| Estimating  | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Geotechnical Engineering  | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Pavement Engineering  | N                             | A <sup>(10)</sup> -1 | N                             | N                                  | N                                 | N                                 | N                                 |
| Production  | N                             | N                    | N                             | N                                  | C <sup>(11)</sup> -10             | O <sup>(33)</sup>                 | N                                 |
| Project Manager <sup>(39)</sup>   | C-1                           | O                    | C-1                           | C-1                                | C-1                               | O                                 | O                                 |
| Real Estate (Railroad Coordinator)  | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Real Estate (Region)  | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Real Estate (Utilities)   | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Roadway Engineering Services  | A <sup>(35)</sup> -3          | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Structural Engineering (Bridges)  | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Structural Engineering (Hydraulics)   | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| System Planning and Program Management <sup>(28)</sup>  | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Technical Services  | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Traffic Engineering   | N                             | N                    | N                             | N                                  | N                                 | N                                 | N                                 |
| Number of Central Office Copies for a “Typical Minor Project” <sup>(36)</sup> :   | --                            | --                   | 2                             | 2                                  | --                                | --                                | --                                |

# Appendix B – Review Matrices

## Central Office Reviews for Minor Projects

|   | Step 4                                |                                       |   |                          |                         |                                      |                                       |  |
|---|---------------------------------------|---------------------------------------|---|--------------------------|-------------------------|--------------------------------------|---------------------------------------|--|
|   | Phase 1 Environmental Site Assessment | Phase 2 Environmental Site Assessment | Environmental Site Assessment Remediation Plan Note | Design Exception Request | Stage 1 Detailed Design | Phase II Historic Architecture Study | Phase I and II Archaeological Surveys | Section 4(f) Programmatic/Individual Evaluations |
| <p>■ Coordinates Central Office Comments</p> <p>A-# – Required review and approval – Number of Copies</p> <p>C-# – Required review and comment – Number of Copies</p> <p>F-# – Information only – Number of Copies</p> <p>N – Not applicable</p> <p>O – Optional review</p> |                                       |                                       |   |                          |                         |                                      |                                       |  |
| Chief Legal   | N                                     | N                                     | N   | N                        | N                       | N                                    | N                                     | N  |
| Construction Administration   | N                                     | N                                     | N   | N                        | N                       | N                                    | N                                     | N  |
| Design Aesthetics Committee   | N                                     | N                                     | N   | N                        | N                       | N                                    | N                                     | N  |
| Environmental Services  | A-1                                   | A-1                                   | A-1   | N                        | A <sup>(3)</sup> -1     | A-1                                  | A-1                                   | A <sup>(40)</sup> -2                             |
| Estimating  | N                                     | N                                     | N   | N                        | N                       | N                                    | N                                     | N  |
| Geotechnical Engineering  | N                                     | N                                     | N   | N                        | C-1                     | N                                    | N                                     | N  |
| Pavement Engineering  | N                                     | N                                     | N   | N                        | N                       | N                                    | N                                     | N  |
| Production  | N                                     | N                                     | N   | N                        | N                       | N                                    | N                                     | N  |
| Project Manager <sup>(39)</sup>   | C-1                                   | C-1                                   | O   | C-1                      | A-1                     | O                                    | O                                     | O  |
| Real Estate (Railroad Coordinator)  | N                                     | N                                     | N   | N                        | C <sup>(14)</sup> -1    | N                                    | N                                     | N  |
| Real Estate (Region)  | N                                     | N                                     | N   | N                        | O                       | N                                    | N                                     | N  |
| Real Estate (Utilities)   | N                                     | N                                     | N   | N                        | O                       | N                                    | N                                     | N  |
| Roadway Engineering Services  | N                                     | N                                     | N   | A-1                      | O                       | N                                    | N                                     | N  |
| Structural Engineering (Bridges)  | N                                     | N                                     | N   | N                        | O                       | N                                    | N                                     | N  |
| Structural Engineering (Hydraulics)   | N                                     | N                                     | N   | N                        | A <sup>(22)</sup> -1    | N                                    | N                                     | N  |
| System Planning and Program Management <sup>(28)</sup>  | N                                     | N                                     | N   | N                        | C <sup>(8)</sup> -1     | N                                    | N                                     | N  |
| Technical Services  | N                                     | N                                     | N   | N                        | N                       | N                                    | N                                     | N  |
| Traffic Engineering   | N                                     | N                                     | N   | N                        | C <sup>(26)</sup> -1    | N                                    | N                                     | N  |
| Number of Central Office Copies for a “Typical Minor Project” <sup>(36)</sup> :   | --                                    | --                                    | --  | 2                        | 3                       | --                                   | --                                    | --   |

# Appendix B – Review Matrices

## Central Office Reviews for Minor Projects

|  | Step 4 Continued                  |                             |  |                             |   |                                  |  |
|--|-----------------------------------|-----------------------------|--|-----------------------------|---|----------------------------------|--|
| ■ Coordinates Central Office Comments<br><br>A-# – Required review and approval – Number of Copies<br><br>C-# – Required review and comment – Number of Copies<br><br>F-# – Information only – Number of Copies<br><br>N – Not applicable<br>O – Optional review | Value Engineering Study Documents | Final Noise Analysis Report | Documentation for Consultation and Memorandum of Agreement | Conceptual Mitigation Plans | Final Waterway Permit Applications (Submit to agencies) | Level 1 Ecological Survey Report | Categorical Exclusion (Levels 3 and 4) |
| Chief Legal  | N                                 | N                           | N  | N                           | N   | N                                | C <sup>(17)</sup> -1                   |
| Construction Administration  | N                                 | N                           | N  | N                           | N   | N                                | N                                      |
| Design Aesthetics Committee  | N                                 | N                           | N  | N                           | N   | N                                | N                                      |
| Environmental Services   | C-1                               | A-1                         | A-1  | A-1                         | A <sup>(6)</sup> -1                                     | A-1                              | A <sup>(16)</sup> -3                   |
| Estimating   | N                                 | N                           | N  | N                           | N   | N                                | N                                      |
| Geotechnical Engineering   | N                                 | N                           | N  | N                           | N   | N                                | N                                      |
| Pavement Engineering   | N                                 | N                           | N  | N                           | N   | N                                | N                                      |
| Production   | C <sup>(11)</sup> -10             | N                           | N  | N                           | N   | N                                | N                                      |
| Project Manager <sup>(39)</sup>  | C-1                               | O                           | C-1  | C-1                         | C-1   | C-1                              | A-1                                    |
| Real Estate (Railroad Coordinator)   | N                                 | N                           | N  | N                           | N   | N                                | N                                      |
| Real Estate (Region)   | N                                 | N                           | N  | N                           | N   | N                                | N                                      |
| Real Estate (Utilities)  | N                                 | N                           | N  | N                           | N   | N                                | N                                      |
| Roadway Engineering Services   | N                                 | N                           | N  | N                           | N   | N                                | O                                      |
| Structural Engineering (Bridges)   | N                                 | N                           | N  | N                           | N   | N                                | N                                      |
| Structural Engineering (Hydraulics)  | N                                 | N                           | N  | N                           | N   | N                                | N                                      |
| System Planning and Program Management <sup>(28)</sup>   | N                                 | N                           | N  | N                           | N   | N                                | O                                      |
| Technical Services   | N                                 | N                           | N  | N                           | N   | N                                | N                                      |
| Traffic Engineering  | N                                 | N                           | N  | N                           | N   | N                                | N                                      |
| Number of Central Office Copies for a “Typical Minor Project” <sup>(36)</sup> :  | --                                | --                          | --   | --                          | 2   | 2                                | --                                     |

# Appendix B – Review Matrices

## Central Office Reviews for Minor Projects

|   | Step 5                         |                                |                        |                         |                                   |
|---|--------------------------------|--------------------------------|------------------------|-------------------------|-----------------------------------|
|   | Preliminary Right-of-Way Plans | Coast Guard Permit Application | Final Mitigation Plans | Stage 2 Detailed Design | Constructability Review Documents |
| <p>■ Coordinates Central Office Comments</p> <p>A-# – Required review and approval – Number of Copies</p> <p>C-# – Required review and comment – Number of Copies</p> <p>F-# – Information only – Number of Copies</p> <p>N – Not applicable</p> <p>O – Optional review</p> |                                |                                |                        |                         |                                   |
| Chief Legal   | N                              | N                              | N                      | N                       | N                                 |
| Construction Administration   | N                              | N                              | N                      | N                       | N                                 |
| Design Aesthetics Committee   | N                              | N                              | N                      | A <sup>(1)</sup> -1     | N                                 |
| Environmental Services  | O                              | A-1                            | A <sup>(40)</sup> -1   | O                       | N                                 |
| Estimating  | N                              | N                              | N                      | N                       | N                                 |
| Geotechnical Engineering  | N                              | N                              | N                      | C-1                     | N                                 |
| Pavement Engineering  | N                              | N                              | N                      | N                       | N                                 |
| Production  | N                              | N                              | N                      | N                       | O <sup>(33)</sup>                 |
| Project Manager <sup>(39)</sup>   | A-1                            | C-1                            | C-1                    | A-1                     | O                                 |
| Real Estate (Railroad Coordinator)  | C <sup>(13)</sup> -1           | N                              | N                      | N                       | N                                 |
| Real Estate (Region)  | C <sup>(15)</sup> -1           | N                              | N                      | O                       | N                                 |
| Real Estate (Utilities)   | N                              | N                              | N                      | O                       | N                                 |
| Roadway Engineering Services  | N                              | N                              | N                      | O                       | N                                 |
| Structural Engineering (Bridges)  | N                              | N                              | N                      | C <sup>(20)</sup> -1    | N                                 |
| Structural Engineering (Hydraulics)   | N                              | N                              | N                      | A <sup>(23)</sup> -1    | N                                 |
| System Planning and Program Management <sup>(28)</sup>  | O                              | N                              | N                      | O                       | N                                 |
| Technical Services  | N                              | N                              | N                      | N                       | N                                 |
| Traffic Engineering   | N                              | N                              | N                      | O                       | N                                 |
| Number of Central Office Copies for a "Typical Minor Project" <sup>(36)</sup> :   | 2                              | --                             | --                     | 2                       | --                                |

# Appendix B – Review Matrices

## Central Office Reviews for Minor Projects

|   | Step 6                   |                             | Step 7                        | Step 8               | Step 9                                    |                   |
|---|--------------------------|-----------------------------|-------------------------------|----------------------|---|-------------------|
|   | Final Right-of-Way Plans | Final Right-of-Way Tracings | Stage 3 Detailed Design Plans | Final Tracings       | Plans, Specifications, & Estimate Package | Final Legislation |
| <p>■ Coordinates Central Office Comments</p> <p>A-# – Required review and approval – Number of Copies</p> <p>C-# – Required review and comment – Number of Copies</p> <p>F-# – Information only – Number of Copies</p> <p>N – Not applicable</p> <p>O – Optional review</p> |                          |                             |                               |                      |   |                   |
| Chief Legal   | N                        | N                           | N                             | N                    | N   | N                 |
| Construction Administration   | N                        | N                           | N                             | F <sup>(18)</sup> -1 | N   | N                 |
| Design Aesthetics Committee   | N                        | N                           | N                             | N                    | N   | N                 |
| Environmental Services  | O                        | N                           | A <sup>(27)</sup> -1          | N                    | N   | N                 |
| Estimating  | N                        | N                           | N                             | N                    | A <sup>(37)</sup> -3                      | A-1               |
| Geotechnical Engineering  | N                        | N                           | C-1                           | N                    | N   | N                 |
| Pavement Engineering  | N                        | N                           | N                             | N                    | N   | N                 |
| Production  | N                        | N                           | F <sup>(34)</sup> -1          | N                    | N   | N                 |
| Project Manager <sup>(39)</sup>   | A-1                      | A-1                         | A-1                           | A-1                  | F-1                                       | F-1               |
| Real Estate (Railroad Coordinator)  | C <sup>(13)</sup> -1     | N                           | C <sup>(12)</sup> -1          | F <sup>(12)</sup> -1 | N   | N                 |
| Real Estate (Region)  | C <sup>(15)</sup> -1     | O                           | O                             | N                    | N   | N                 |
| Real Estate (Utilities)   | N                        | N                           | C <sup>(30)</sup> -1          | N                    | N   | N                 |
| Roadway Engineering Services  | N                        | N                           | O                             | N                    | N   | N                 |
| Structural Engineering (Bridges)  | N                        | N                           | O                             | N                    | N   | N                 |
| Structural Engineering (Hydraulics)   | N                        | N                           | O                             | N                    | N   | N                 |
| System Planning and Program Management <sup>(28)</sup>  | O                        | N                           | C-1                           | N                    | N   | N                 |
| Technical Services  | N                        | N                           | N                             | N                    | N   | N                 |
| Traffic Engineering   | N                        | N                           | O                             | N                    | N   | N                 |
| Number of Central Office Copies for a "Typical Minor Project" <sup>(36)</sup> :   | 2                        | 1                           | 3                             | 1                    | 4   | 2                 |

# Appendix B – Review Matrices

## Central Office Reviews for Minor Projects

- (1) During Stage 2 Detailed Design development, submit descriptions of aesthetic items (e.g., noise wall details, concrete textures, landscape design and color), **cost estimate and source of funding** to the Design Aesthetics Committee. Approval from the Design Aesthetics Committee must be obtained prior to submitting for Stage 2 Detailed Design Review. Submission of projects without aesthetic items is optional.
- (2) Submit waterway permit determination package to the Office of Environmental Services for permit determination for work in streams, rivers or wetlands. If waterway permit determination could influence the selection of the preferred alternative, submit information on both alternatives. Otherwise, submit permit determination package after alternative is selected. Contact the Office of Environmental Services to determine if a project requires U.S. Coast Guard coordination or is a Section 9 Bridge Project. The Office of Environmental Services will contact the U.S. Coast Guard, if necessary.
- (3) Submit plans involving historic properties, including historic bridges, if requested by the State Historic Preservation Office. The Office of Environmental Services will submit to the State Historic Preservation Office for review and comment. **Submit plans involving State Scenic Rivers. The Office of Environmental Services will submit to the Ohio Department of Natural Resources – Scenic Rivers. Submit plans involving National Scenic Rivers to the Office of Environmental Services. The Office of Environmental Services will submit to the National Park Services – Scenic River Coordinator and the Ohio Department of Natural Resources – Scenic Rivers. Submission of other projects is optional.**
- (4) Submit draft waterway permit applications to the Office of Environmental Services for work in streams, rivers or wetlands.
- (5) Submit Red Flag Summary for projects with retaining walls, slope stability issues, settlement concerns, rockfalls, mine subsidence, hydrogeologic concerns or subgrade treatments. Submission of projects without these issues is optional. **Central Office review of the Red Flag Summary is optional when a review has been performed by the District Geotechnical Engineer.**
- (6) Submit final waterway permit application for agency review and approval. The Office of Environmental Services will submit the permit to the U.S. Coast Guard. Submission of projects without U.S. Coast Guard involvement is optional. Obtain permit approval prior to submission of final tracings to Central Office.
- (7) Submit projects with retaining walls, slope stability issues, settlement concerns, rockfalls, mine subsidence, and subgrade treatments. Submission of projects without these issues is optional.
- (8) During Minor Project Preliminary Engineering development, submit exceptions to the Traffic Management in Work Zones Interstate and Other Freeways Policy **directly** to the **Office of Traffic Engineering**. Approval from the Maintenance of Traffic Exceptions Committee (MOTEC) must be obtained prior to submitting for Stage 1 Detailed Design Review. Submission of projects without MOTEC involvement is optional.
- (9) **Submittals required for projects where it is anticipated that a Categorical Exclusion Level 3 or Level 4 will be needed. Submittal of other projects is optional.**
- (10) If required by the **Pavement Type Selection Process**, request pavement design.
- (11) Submit projects for Value Engineering if required by the Value Engineering Policy. **The number of copies needed will vary based on specific project issues. The Office of Production will distribute copies to FHWA and other offices as needed.**
- (12) Submit projects involving railroad work.

# Appendix B – Review Matrices

## Central Office Reviews for Minor Projects

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- (13) Submit projects involving acquisition of railroad property. **Submission of other projects is optional.**
- (14) **Railroad Agreement handled by Central Office State Rail Coordinator.**
- (15) Submit projects involving right of way acquisition for verification of right of way acquisition cost estimates.
- (16) Submit Categorical Exclusions, Levels 3 and 4 to the Office of Environmental Services. The Office of Environmental Services will approve Level 3 Categorical Exclusions. They will forward Level 4 Categorical Exclusions to the Federal Highway Administration for approval.
- (17) **Submit Categorical Exclusions, Level 4 to the Office of Chief Legal Counsel. Submission of other Categorical Exclusions is not required.**
- (18) Submit Innovative Contracting Notification Form, Part I for projects requiring innovating contracting.
- (19) During Minor Project Preliminary Engineering Design development, submit projects with non-standard railing types, non-redundant designs and fracture critical members. Obtain approval of non-standard railing types prior to submitting for Stage 1 Detailed Design Review. Submission of other projects **or studies** is optional.
- (20) For structures with non-redundant and/or fracture critical details, a complete stage 2 submission shall be made to the Office of Structural Engineering for review and comment. Submission of other projects is optional.
- (21) During the Minor Project Preliminary Engineering Study, submit rainfall intensity curves other than those published in the Location and Design Manual, Volume 2. Obtain approval of these curves prior to submitting for Minor Project Preliminary Engineering Study Review. Submission of other projects is optional.
- (22) During Stage 1 Detailed Design development, submit deviations from the Pipe Policy. Submit storm systems that are oversized to accommodate flow from anticipated development. Approval is required prior to Stage 1 Detailed Design approval. Submission of projects that do not include these issues is optional.
- (23) During Stage 2 Detailed Design development, submit projects involving special designs for precast reinforced concrete box culverts, three-sided flat-topped culverts and precast reinforced concrete arch sections where the usual maximum height of cover is exceeded. Obtain approval prior to submitting for Stage 2 Detailed Design review. Submission of other projects is optional.
- (24) **Request validated or certified traffic for design purposes from the Office of Technical Services. If certified traffic for design has already been provided and no changes to opening and design year traffic have been made and significant land use changes have not been proposed since completion of certified traffic, no action is required.**
- (25) **Maintenance of Traffic Alternatives Analysis is required for any Minor Project on an interstate route or interstate route look-alike. Submission of other projects is optional.**
- (26) Submit all projects with an estimated construction cost greater than ten million dollars. Submission of other projects is optional.

# Appendix B – Review Matrices

## Central Office Reviews for Minor Projects

- (27) Submit plans involving State Scenic Rivers, State Wildlife Areas and State Recreational Areas. The Office of Environmental Services will submit to the Ohio Department of Natural Resources for approval. Submission of other projects is optional.
- (28) Major Program Coordinators need only be involved in Major New, Grade Separation, Major Bridge or Multi-Lane Program projects.
- (29) Submit all Environmental Site Assessment Screening reports prepared by consultants or those possibly resulting in a Phase 1 Environmental Site Assessment.
- (30) Submit projects that involve water, sanitary sewer, municipal electric and/or streamline work to be performed by ODOT contract. Submit all Federal Oversight projects. Submission of other projects is optional.
- (31) For pavement preservation projects, request pavement design if required by the Pavement Type Selection Process Policy. Submission of other projects is optional.
- (32) Submittal required for projects with a higher potential for meaningful mobile source air toxic effects according to the Office of Environmental Services Air Toxic Guidance.
- (33) Constructability Reviews may be conducted by District Construction or completed by a consultant. When completed by a consultant the contract may be coordinated through the statewide constructability review program (Office of Production) or through the District Office. Constructability Reviews for minor projects are optional.
- (34) If a Value Engineering Study has been performed on a project, submit Stage 3 Plans.
- (35) If the Access Point Request Document is for a non-interstate freeway, only two copies are needed. In addition, a PDF file with the capability to search text should be provided.
- (36) The “Number of Central Office Copies for a Typical Minor Project” does NOT represent the total number of copies needed for review. The total number of copies must address all pertinent reviews/reviewers listed in the Central Office and External Agency Review matrices as well as any additional reviews/reviewers listed in the Scope of Services document (including multiple copies for District review). Every project is unique and the project team must evaluate the project’s characteristics and determine the required number of copies immediately prior to submitting for review.

The number listed in the last row of the matrix is intended to assist in making a preliminary estimate (usually during initial scoping) of the number of copies needed for Central Office review. The number does not include all possible reviews, but rather assumes a “typical” Minor Project that has the following attributes:

- Work in streams, rivers or wetlands requiring waterway permits (no Coast Guard involvement)
- Geotechnical concerns (subgrade treatments, slope stability issues, settlement concerns, etc.)
- Federal Oversight is not required
- Pavement Design does not need to be reviewed by Pavement Selection Committee
- A Value Engineering Study is not required. Project cost is less than \$10 million.
- Work is not on or adjacent to railroad/railway property
- Work does not involve 4(f) properties, Historic Properties, State Wildlife Areas and State Recreational Areas
- Right of way acquisition is required
- Certified Traffic has already been obtained by the District prior to scoping the designer

# Appendix B – Review Matrices

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## Central Office Reviews for Minor Projects

- Constructability review is not required
- The environmental document will be a Categorical Exclusion Level 1 or 2
- A Design exception is required
- Local Public Agency and County Involvement
- Not located in an MPO area
- No Environmental Site Assessment submittals are required
- No noise analysis is required
- Water or sanitary sewer work is involved
- Project sponsor is participating in funding
- Access Point Request Document is not needed
- Project is not part of Major New, Grade Separation, Major Bridge, or Multi-Lane Programs

This list of “typical” attributes does not supersede the definition of a Minor Project as listed in Section 106.

Additional copies for District review are almost always necessary. The required number of copies needed for District review should be addressed in the Scope of Services document.

The number of copies listed in the Central Office review matrix does not reflect submittals made to external agencies through Central Office. See the external office matrices for the number of copies needed for submittals to external agencies through Central Office.

- (37) Submit the original plans and two copies.
- (38) If required by the Federal Oversight Agreement.
- (39) The number of copies provided for the Project Manager should be according to the Scope of Services. A minimum of one copy is required for all required reviews identified in this matrix.
- (40) Mitigation for Section 4(f) shall be included in the Final Section 4(f) Evaluation.

# Appendix B – Review Matrices

## Central Office Reviews for Minimal Projects

|  | Step 1           |                     |                                 |                         |                          | Step 2                  | Step 3              |   | Step 4            |
|--|------------------|---------------------|---------------------------------|-------------------------|--------------------------|-------------------------|---------------------|---|-------------------|
|  | Red Flag Summary | Pavement Design     | Federal Oversight Determination | Preliminary Legislation | Design Exception Request | Stage 3 Detailed Design | Final Tracings      | Plan, Specifications, and Estimates Package | Final Legislation |
| <div style="background-color: #cccccc; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Coordinates Central Office Comments<br><br>A-# – Required review and approval – Number of Copies<br><br>C-# – Required review and comment – Number of Copies<br><br>F-# – Information only – Number of Copies<br><br>N – Not applicable<br>O – Optional review |                  |                     |                                 |                         |                          |                         |                     |   |                   |
| Construction Administration  | N                | N                   | N                               | N                       | N                        | N                       | F <sup>(1)</sup> -1 | N   | N                 |
| Environmental Services   | O                | N                   | N                               | N                       | N                        | A <sup>(8)</sup> -1     | A <sup>(8)</sup> -1 | N   | N                 |
| Estimating   | N                | N                   | N                               | N                       | N                        | N                       | N                   | A <sup>(10)</sup> -3                        | A-1               |
| Pavement Engineering   | O                | A <sup>(3)</sup> -1 | N                               | N                       | N                        | O                       | N                   | N   | N                 |
| Project Manager <sup>(12)</sup>  | O                | O                   | C <sup>(11)</sup> -1            | A-1                     | C-1                      | A-1                     | A-1                 | F-1   | F-1               |
| Real Estate (Railroad Coordinator)   | O                | N                   | N                               | N                       | N                        | C <sup>(4)</sup> -1     | F <sup>(5)</sup> -1 | N   | N                 |
| Real Estate (Utilities)  | O                | N                   | N                               | N                       | N                        | C <sup>(6)</sup> -1     | N                   | N   | N                 |
| Roadway Engineering Services   | O                | N                   | N                               | N                       | A-1                      | O                       | N                   | N   | N                 |
| Structural Engineering (Bridges)   | O                | N                   | N                               | N                       | N                        | O                       | N                   | N   | N                 |
| Structural Engineering (Hydraulics)  | O                | N                   | N                               | N                       | N                        | O                       | N                   | N   | N                 |
| Systems Planning and Program Management  | N                | N                   | N                               | N                       | N                        | A <sup>(2)</sup> -1     | N                   | N   | N                 |
| Technical Services   | N                | N                   | N                               | N                       | N                        | A <sup>(7)</sup> -1     | N                   | N   | N                 |
| Traffic Engineering  | O                | N                   | N                               | N                       | N                        | O <sup>(2)</sup>        | N                   | N   | N                 |
| Number of Central Office Copies for a "Typical Minimal Project" <sup>(9)</sup> :   | --               | --                  | --                              | --                      | 2                        | 1                       | 1                   | 4   | 2                 |

# Appendix B – Review Matrices

## Central Office Reviews for Minimal Projects

---

- (1) For projects requiring innovation contracting, submit Innovative Contracting Notification Form, Part I.
- (2) During Stage 3 Detailed Design development, submit exceptions to the Traffic Management in Work Zones Interstate and Other Freeways Policy **directly** to the **Office of Traffic Engineering**. Approval from the Maintenance of Traffic Exceptions Committee (MOTEC) must be obtained prior to submitting for Stage 3 Detailed Design Review. Submission of projects without MOTEC involvement is not required.
- (3) Request pavement design if required by the **Pavement Type Selection Process**. Submission of other projects is optional.
- (4) **Railroad Agreement handled by Central Office State Rail Coordinator.**
- (5) Submit Final Tracings, if requested by the Central Office Railroad Coordinator.
- (6) Submit projects that involve water work or sanitary sewer work to be performed by ODOT contract. Submission of other projects is optional.
- (7) Prior to Stage 3 Detailed Design, request validated or certified traffic **for design purposes from the Office of Technical Services.**
- (8) Submit plans involving work on historic bridges. The Office of Environmental Services will submit to the State Historic Preservation Office for approval. Submit plans involving State Scenic Rivers, State Wildlife Areas or State Recreational Areas. The Office of Environmental Services will submit to the Ohio Department of Natural Resources for approval. Two copies of plans are needed when Scenic Rivers are involved. Submission of projects without historic bridge, State Scenic Rivers, State Wildlife Areas or State Recreational Areas involvement is optional.
- (9) **The “Number of Central Office Copies for a Typical Minimal Project” does NOT represent the total number of copies needed for review. The total number of copies must address all pertinent reviews/reviewers listed in the Central Office and External Agency Review matrices as well as any additional reviews/reviewers listed in the Scope of Services document (including multiple copies for District review). Every project is unique and the project team must evaluate the project's characteristics and determine the required number of copies immediately prior to submitting for review.**

The number listed in the last row of the matrix is intended to assist in making a preliminary estimate (usually during initial scoping) of the number of copies needed for Central Office review. The number does not include all possible reviews, but rather assumes a “typical” Minimal Project that has the following attributes:

- Federal oversight is not required
- Design exception is not needed
- Pavement design does not need to be reviewed by Pavement Selection Committee
- Certified Traffic has already been obtained by the District prior to scoping the designer
- No work on or adjacent to railroad/railway property
- No Local Public Agency and County Involvement
- No work or involvement with historic bridges, State Scenic Rivers, State Wildlife Areas or State Recreational Areas
- No water work or sanitary sewer work is involved
- Project sponsor is participating in funding

This list of “typical” attributes does not supersede the definition of a Minimal Project as listed in Section 106.

# Appendix B – Review Matrices

## Central Office Reviews for Minimal Projects

Additional copies for District review are almost always necessary. The required number of copies needed for District review should be addressed in the Scope of Services document.

The number of copies listed in the Central Office review matrix does not reflect submittals made to external agencies through Central Office. See the external office matrices for the number of copies needed for submittals to external agencies through Central Office.

- (10) Submit the original plans and two copies.
- (11) If required by the Federal Oversight Agreement.
- (12) The number of copies provided for the Project Manager should be according to the Scope of Services. A minimum of one copy is required for all required reviews identified in this matrix.

# Appendix B – Review Matrices

## External Agency Reviews for Major Projects

|   | Step 1                          | Step 2                |                        | Step 4                  |                       |
|---|---------------------------------|-----------------------|------------------------|-------------------------|-----------------------|
| <p>A-# - Required review and approval – Number of Copies</p> <p>C-# - Required review and comment – Number of Copies</p> <p>F-# - Information only – Number of Copies</p> <p>N – Not Applicable</p> <p>O – Optional Review</p> <p>U – Number of copies for each involved utility company</p> <p>* - Number of copies submitted through Central Office</p> | Federal Oversight Determination | Red Flag Summary      | Draft Purpose and Need | Preliminary Legislation | Planning Study        |
| Bureau of Underground Storage Tank Regulation <sup>(29)</sup>   | N                               | N                     | N                      | N                       | N                     |
| County <sup>(33)</sup>  | N                               | N                     | N                      | N                       | N                     |
| Federal Aviation Administration   | N                               | N                     | N                      | N                       | N                     |
| Federal Emergency Management Agency – Local Flood Plain Coordinator   | N                               | N                     | N                      | N                       | N                     |
| Federal Highway Administration  | A <sup>(23)</sup> -1*           | F <sup>(31)</sup> -1* | A <sup>(32)</sup> -2*  | N                       | C <sup>(32)</sup> -2* |
| Local Public Agencies <sup>(33)</sup>   | N                               | N                     | O <sup>(32)</sup>      | A <sup>(24)</sup> -1    | O                     |
| Metropolitan Planning Organizations <sup>(30)</sup>   | N                               | N                     | C-1*                   | O                       | C <sup>(32)</sup> -1* |
| National Park Service - Scenic River Coordinator <sup>(29)</sup>  | N                               | N                     | N                      | N                       | N                     |
| Ohio Department of Agriculture <sup>(29)</sup>  | N                               | N                     | N                      | N                       | O                     |
| Ohio Department of Natural Resources - REALM <sup>(29)</sup>  | N                               | N                     | N                      | N                       | C <sup>(8)</sup> -1*  |
| Ohio Department of Natural Resources - Scenic Rivers <sup>(29)</sup>  | N                               | N                     | N                      | N                       | C <sup>(35)</sup> -1* |
| Ohio Environmental Protection Agency <sup>(29)</sup>  | N                               | N                     | N                      | N                       | C-1*                  |
| Project Sponsor <sup>(1)</sup>  | N                               | N                     | O                      | A <sup>(24)</sup> -1    | A-1                   |
| Railroad/Railway Companies  | N                               | N                     | N                      | N                       | C <sup>(9)</sup> -1*  |
| State Historic Preservation Office <sup>(29)</sup>  | N                               | N                     | N                      | N                       | C <sup>(14)</sup> -1* |
| US Army Corps of Engineers <sup>(29)</sup>  | N                               | N                     | N                      | N                       | C <sup>(43)</sup> -1* |
| US Coast Guard <sup>(29)</sup>  | N                               | N                     | N                      | N                       | N                     |
| US Department of the Interior <sup>(29)</sup>   | N                               | N                     | N                      | N                       | O                     |
| US Environmental Protection Agency <sup>(29)</sup>  | N                               | N                     | N                      | N                       | N                     |
| US Fish and Wildlife Service <sup>(29)</sup>  | N                               | N                     | N                      | N                       | C-1*                  |
| Utility Companies <sup>(17)</sup>   | N                               | N                     | N                      | N                       | O                     |
| Number of Copies Submitted through Central Office to External Agencies for a “Typical Major Project” <sup>(40)</sup> :  | 1                               | 1                     | 2                      | --                      | 9                     |
| Number of Copies Submitted Directly to External Agencies for a “Typical Major Project” <sup>(40)</sup> :  | --                              | --                    | --                     | 2                       | 1                     |

# Appendix B – Review Matrices

## External Agency Reviews for Major Projects

|  | Step 5                           |                                      |                               | Step 6                           |  |                                     |                                       |                             |
|--|----------------------------------|--------------------------------------|-------------------------------|----------------------------------|--|-------------------------------------|---------------------------------------|-----------------------------|
|  | Level 1 Ecological Survey Report | Phase I Historic Architecture Survey | Conceptual Alternatives Study | Level 2 Ecological Survey Report | Maintenance of Traffic Alternatives Analysis | Assessment of Feasible Alternatives | Phase II Historic Architecture Survey | Section 4(f) Determinations |
| A-# - Required review and approval – Number of Copies  |                                  |                                      |                               |                                  |  |                                     |                                       |                             |
| C-# - Required review and comment – Number of Copies   |                                  |                                      |                               |                                  |  |                                     |                                       |                             |
| F-# - Information only – Number of Copies  |                                  |                                      |                               |                                  |  |                                     |                                       |                             |
| N – Not Applicable   |                                  |                                      |                               |                                  |  |                                     |                                       |                             |
| O – Optional Review  |                                  |                                      |                               |                                  |  |                                     |                                       |                             |
| U – Number of copies for each involved utility company   |                                  |                                      |                               |                                  |  |                                     |                                       |                             |
| * - Number of copies submitted through Central Office  |                                  |                                      |                               |                                  |  |                                     |                                       |                             |
| Bureau of Underground Storage Tank Regulation <sup>(29)</sup>  | N                                | N                                    | N                             | N                                | N  | N                                   | N                                     | N                           |
| County <sup>(33)</sup>   | N                                | N                                    | N                             | N                                | N  | N                                   | N                                     | N                           |
| Federal Aviation Administration  | N                                | N                                    | N                             | N                                | N  | N                                   | N                                     | N                           |
| Federal Emergency Management Agency – Local Flood Plain Coordinator  | N                                | N                                    | N                             | N                                | N  | N                                   | N                                     | N                           |
| Federal Highway Administration   | N                                | N                                    | C <sup>(31)</sup> -2*         | N                                | C-1  | C <sup>(31)</sup> -2*               | N                                     | A <sup>(31)</sup> -1*       |
| Local Public Agencies <sup>(33)</sup>  | N                                | N                                    | N                             | N                                | N  | N                                   | N                                     | C <sup>(21)</sup> -1        |
| Metropolitan Planning Organizations <sup>(30)</sup>  | N                                | N                                    | N                             | N                                | N  | N                                   | N                                     | N                           |
| National Park Service - Scenic River Coordinator <sup>(29)</sup>   | N                                | N                                    | C <sup>(34)</sup> -1*         | N                                | N  | C <sup>(34)</sup> -1*               | N                                     | O                           |
| Ohio Department of Agriculture <sup>(29)</sup>   | N                                | N                                    | O <sup>(26)</sup>             | N                                | N  | O <sup>(26)</sup>                   | N                                     | N                           |
| Ohio Department of Natural Resources - REALM <sup>(29)</sup>   | C <sup>(8)</sup> -1*             | N                                    | C <sup>(8)</sup> -1*          | C <sup>(8)</sup> -1*             | N  | C <sup>(8)</sup> -1*                | N                                     | N                           |
| Ohio Department of Natural Resources - Scenic Rivers <sup>(29)</sup>   | N                                | N                                    | C <sup>(35)</sup> -1*         | N                                | N  | C <sup>(35)</sup> -1*               | N                                     | O <sup>(22)</sup>           |
| Ohio Environmental Protection Agency <sup>(29)</sup>   | C-1*                             | N                                    | C-1*                          | C-1*                             | N  | C-1*                                | N                                     | N                           |
| Project Sponsor <sup>(1)</sup>   | O                                | O                                    | C-1                           | O                                | N  | C-1                                 | O                                     | O                           |
| Railroad/Railway Companies   | N                                | N                                    | N                             | N                                | N  | N                                   | N                                     | N                           |
| State Historic Preservation Office <sup>(29)</sup>   | N                                | A <sup>(14)</sup> -1*                | C <sup>(14)</sup> -1*         | N                                | N  | C <sup>(14)</sup> -1*               | A <sup>(14)</sup> -1*                 | O                           |
| US Army Corps of Engineers <sup>(29)</sup>   | C <sup>(43)</sup> -1*            | N                                    | C <sup>(43)</sup> -1*         | C <sup>(43)</sup> -1*            | N  | C <sup>(43)</sup> -1*               | N                                     | N                           |
| US Coast Guard <sup>(29)</sup>   | N                                | N                                    | N                             | N                                | N  | N                                   | N                                     | N                           |
| US Department of the Interior <sup>(29)</sup>  | O                                | O                                    | O                             | O                                | N  | O                                   | O                                     | N                           |
| US Environmental Protection Agency <sup>(29)</sup>   | N                                | N                                    | C <sup>(42)</sup> -1*         | C <sup>(42)</sup> -1             | N  | C <sup>(42)</sup> -1*               | N                                     | N                           |
| US Fish and Wildlife Service <sup>(29)</sup>   | C-1*                             | N                                    | C-1*                          | C-1*                             | N  | C-1*                                | N                                     | N                           |
| Utility Companies <sup>(17)</sup>  | N                                | N                                    | N                             | N                                | N  | O                                   | N                                     | N                           |
| Number of Copies Submitted through Central Office to External Agencies for a "Typical Major Project" <sup>(40)</sup> . | 6                                | 1                                    | 9                             | 6                                | 1  | 10                                  | 1                                     | 2                           |
| Number of Copies Submitted Directly to External Agencies for a "Typical Major Project" <sup>(40)</sup> .               | --                               | --                                   | 1                             | --                               | --   | 1                                   | --                                    | 1                           |

# Appendix B – Review Matrices

## External Agency Reviews for Major Projects

|   | Step 6 Cont.                      |                                   | Step 7                                |  |  |  |                       |
|---|-----------------------------------|-----------------------------------|---------------------------------------|--|--|--|-----------------------|
|   | Constructability Review Documents | Value Engineering Study Documents | Phase I and II Archaeological Surveys | Determination of Effects for Historic Properties | Final Section 4(f) Programmatic/Individual Evaluations | Documentation for Consultation and Memorandum of Agreement | Biological Assessment |
| <p>A-# - Required review and approval – Number of Copies</p> <p>C-# - Required review and comment – Number of Copies</p> <p>F-# - Information only – Number of Copies</p> <p>N – Not Applicable</p> <p>O – Optional Review</p> <p>U – Number of copies for each involved utility company</p> <p>* - Number of copies submitted through Central Office</p> |                                   |                                   |                                       |  |  |  |                       |
| Bureau of Underground Storage Tank Regulation <sup>(29)</sup>   | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| County <sup>(33)</sup>  | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| Federal Aviation Administration   | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| Federal Emergency Management Agency – Local Flood Plain Coordinator   | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| Federal Highway Administration  | F <sup>(7)</sup> -1               | C-1                               | O <sup>(31)</sup>                     | O <sup>(31)</sup>                                | A <sup>(31)</sup> -1*                                  | A <sup>(31)</sup> -1*                                      | C <sup>(31)</sup> -1* |
| Local Public Agencies <sup>(33)</sup>   | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| Metropolitan Planning Organizations <sup>(30)</sup>   | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| National Park Service - Scenic River Coordinator <sup>(29)</sup>  | N                                 | N                                 | N                                     | N  | C <sup>(22)</sup> -1*                                  | N  | N                     |
| Ohio Department of Agriculture <sup>(29)</sup>  | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| Ohio Department of Natural Resources - REALM <sup>(29)</sup>  | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| Ohio Department of Natural Resources - Scenic Rivers <sup>(29)</sup>  | N                                 | N                                 | N                                     | N  | C <sup>(36)</sup> -1*                                  | N  | N                     |
| Ohio Environmental Protection Agency <sup>(29)</sup>  | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| Project Sponsor <sup>(1)</sup>  | N                                 | N                                 | O                                     | O  | O  | O  | O                     |
| Railroad/Railway Companies  | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| State Historic Preservation Office <sup>(29)</sup>  | N                                 | N                                 | A <sup>(14)</sup> -1*                 | A <sup>(14)</sup> -1*                            | O  | A <sup>(14)</sup> -1*                                      | N                     |
| US Army Corps of Engineers <sup>(29)</sup>  | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| US Coast Guard <sup>(29)</sup>  | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| US Department of the Interior <sup>(29)</sup>   | N                                 | N                                 | O                                     | O  | C <sup>(45)</sup> -1*                                  | A <sup>(28)</sup> -1*                                      | N                     |
| US Environmental Protection Agency <sup>(29)</sup>  | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| US Fish and Wildlife Service <sup>(29)</sup>  | N                                 | N                                 | N                                     | N  | N  | N  | A-1*                  |
| Utility Companies <sup>(17)</sup>   | N                                 | N                                 | N                                     | N  | N  | N  | N                     |
| Number of Copies Submitted through Central Office to External Agencies for a “Typical Major Project” <sup>(40)</sup> :  | --                                | 1                                 | 1                                     | 1  | 3  | 3  | 2                     |
| Number of Copies Submitted Directly to External Agencies for a “Typical Major Project” <sup>(40)</sup> :  | 1                                 | --                                | --                                    | --   | --   | --   | --                    |

# Appendix B – Review Matrices

## External Agency Reviews for Major Projects

|  | Step 7 Continued                   |                                    |                                    |   |  |                               |
|--|------------------------------------|------------------------------------|------------------------------------|---|--|-------------------------------|
|  | Preliminary Waterway Impact Report | Draft Waterway Permit Applications | Preferred Alternative Verification | Environmental Site Assessment Remediation Plan Note | Draft Environmental Document (Categorical Exclusion Level 4, Environmental Assessment, Draft Environmental Impact Statement) | Access Point Request Document |
| A-# - Required review and approval – Number of Copies  |                                    |                                    |                                    |   |  |                               |
| C-# - Required review and comment – Number of Copies   |                                    |                                    |                                    |   |  |                               |
| F-# - Information only – Number of Copies  |                                    |                                    |                                    |   |  |                               |
| N – Not Applicable   |                                    |                                    |                                    |   |  |                               |
| O – Optional Review  |                                    |                                    |                                    |   |  |                               |
| U – Number of copies for each involved utility company   |                                    |                                    |                                    |   |  |                               |
| * - Number of copies submitted through Central Office  |                                    |                                    |                                    |   |  |                               |
| Bureau of Underground Storage Tank Regulation <sup>(29)</sup>  | N                                  | N                                  | N                                  | O   | N  | N                             |
| County <sup>(33)</sup>   | N                                  | N                                  | O                                  | N   | O  | N                             |
| Federal Aviation Administration  | N                                  | N                                  | N                                  | N   | N  | N                             |
| Federal Emergency Management Agency – Local Flood Plain Coordinator  | N                                  | N                                  | N                                  | N   | N  | N                             |
| Federal Highway Administration   | O <sup>(31)</sup>                  | N                                  | A <sup>(31)</sup> -1*              | N   | A <sup>(31)</sup> -2*  | A <sup>(44)</sup> -2*         |
| Local Public Agencies <sup>(33)</sup>  | N                                  | N                                  | O                                  | N   | O  | N                             |
| Metropolitan Planning Organizations <sup>(30)</sup>  | N                                  | N                                  | N                                  | N   | N  | N                             |
| National Park Service - Scenic River Coordinator <sup>(29)</sup>   | C <sup>(34)</sup> -1*              | N                                  | C <sup>(34)</sup> -1*              | N   | C <sup>(34)</sup> -1*  | N                             |
| Ohio Department of Agriculture <sup>(29)</sup>   | N                                  | N                                  | N                                  | N   | O <sup>(26)</sup>  | N                             |
| Ohio Department of Natural Resources - REALM <sup>(29)</sup>   | O                                  | N                                  | O                                  | N   | C <sup>(27)</sup> -1*  | N                             |
| Ohio Department of Natural Resources - Scenic Rivers <sup>(29)</sup>   | C <sup>(35)</sup> -1*              | N                                  | A <sup>(35)</sup> -1*              | N   | C <sup>(35)</sup> -1*  | N                             |
| Ohio Environmental Protection Agency <sup>(29)</sup>   | C <sup>(16)</sup> -1*              | N                                  | N                                  | N   | C <sup>(27)</sup> -1*  | N                             |
| Project Sponsor <sup>(1)</sup>   | O                                  | C-1                                | C-1                                | O   | C-1  | N                             |
| Railroad/Railway Companies   | N                                  | N                                  | C <sup>(9)</sup> -1                | N   | N  | N                             |
| State Historic Preservation Office <sup>(29)</sup>   | N                                  | N                                  | O                                  | N   | C <sup>(27)</sup> -1*  | N                             |
| US Army Corps of Engineers <sup>(29)</sup>   | C <sup>(16)</sup> -1*              | N                                  | O                                  | N   | C <sup>(27)</sup> -1*  | N                             |
| US Coast Guard <sup>(29)</sup>   | N                                  | N                                  | N                                  | N   | O <sup>(27)</sup>  | N                             |
| US Department of the Interior <sup>(29)</sup>  | N                                  | N                                  | N                                  | N   | O <sup>(28)</sup>  | N                             |
| US Environmental Protection Agency <sup>(29)</sup>   | N                                  | N                                  | N                                  | N   | C <sup>(42)</sup> -1*  | N                             |
| US Fish and Wildlife Service <sup>(29)</sup>   | N                                  | N                                  | N                                  | N   | C-1*   | N                             |
| Utility Companies <sup>(17)</sup>  | N                                  | N                                  | C-1                                | N   | N  | N                             |
| Number of Copies Submitted through Central Office to External Agencies for a “Typical Major Project” <sup>(40)</sup> : | 4                                  | --                                 | 3                                  | --  | 9  | 1                             |
| Number of Copies Submitted Directly to External Agencies for a “Typical Major Project” <sup>(40)</sup> :               | --                                 | 1                                  | 3+U                                | --  | 1  | --                            |

# Appendix B – Review Matrices

## External Agency Reviews for Major Projects

|   | Step 8   |  |                          |                         |                                   |                                    |                             |
|---|--|--|--------------------------|-------------------------|-----------------------------------|------------------------------------|-----------------------------|
|   | Final Environmental Document (Categorical Exclusion Level 4, Environmental Assessment, Final Environmental Impact Statement) | Finding of No Significant Impact/ Record of Decision | Design Exception Request | Stage 1 Detailed Design | Value Engineering Study Documents | Final Waterway Permit Applications | Conceptual Mitigation Plans |
| <p>A-# - Required review and approval – Number of Copies</p> <p>C-# - Required review and comment – Number of Copies</p> <p>F-# - Information only – Number of Copies</p> <p>N – Not Applicable</p> <p>O – Optional Review</p> <p>U – Number of copies for each involved utility company</p> <p>* - Number of copies submitted through Central Office</p> |  |  |                          |                         |                                   |                                    |                             |
| Bureau of Underground Storage Tank Regulation <sup>(29)</sup>   | N  | N  | N                        | N                       | N                                 | N                                  | N                           |
| County <sup>(33)</sup>  | O  | N  | N                        | A <sup>(2)</sup> -1     | N                                 | N                                  | N                           |
| Federal Aviation Administration   | N  | N  | N                        | N                       | N                                 | N                                  | N                           |
| Federal Emergency Management Agency – Local Flood Plain Coordinator   | F-1  | N  | N                        | A <sup>(6)</sup> -1     | N                                 | N                                  | N                           |
| Federal Highway Administration  | A <sup>(12)</sup> -1*  | A <sup>(31)</sup> -1*                                | A <sup>(44)</sup> -1*    | C <sup>(7)</sup> -1     | C-1                               | N                                  | F <sup>(7)</sup> -1         |
| Local Public Agencies <sup>(33)</sup>   | N  | N  | N                        | N                       | N                                 | N                                  | N                           |
| Metropolitan Planning Organizations <sup>(30)</sup>   | N  | N  | N                        | N                       | N                                 | N                                  | N                           |
| National Park Service - Scenic River Coordinator <sup>(29)</sup>  | C <sup>(34)</sup> -1*  | O  | N                        | C <sup>(37)</sup> -1*   | N                                 | N                                  | C <sup>(34)</sup> -1*       |
| Ohio Department of Agriculture <sup>(29)</sup>  | O <sup>(26)</sup>  | N  | N                        | N                       | N                                 | N                                  | N                           |
| Ohio Department of Natural Resources - REALM <sup>(29)</sup>  | O <sup>(27)</sup>  | N  | N                        | N                       | N                                 | N                                  | N                           |
| Ohio Department of Natural Resources - Scenic Rivers <sup>(29)</sup>  | C <sup>(36)</sup> -1*  | N  | N                        | A <sup>(36)</sup> -1*   | N                                 | N                                  | C <sup>(35)</sup> -1*       |
| Ohio Environmental Protection Agency <sup>(29)</sup>  | C <sup>(27)</sup> -1*  | N  | N                        | O                       | N                                 | A-4*                               | A-1*                        |
| Project Sponsor <sup>(1)</sup>  | A-1  | O  | N                        | C-1                     | N                                 | C-1                                | O                           |
| Railroad/Railway Companies  | N  | N  | N                        | C <sup>(9)</sup> -1     | N                                 | N                                  | N                           |
| State Historic Preservation Office <sup>(29)</sup>  | O <sup>(27)</sup>  | N  | N                        | O                       | N                                 | F <sup>(39)</sup> -1*              | A <sup>(14)</sup> -1*       |
| US Army Corps of Engineers <sup>(29)</sup>  | C <sup>(27)</sup> -1*  | N  | N                        | N                       | N                                 | A-5*                               | A <sup>(43)</sup> -1*       |
| US Coast Guard <sup>(29)</sup>  | O <sup>(41)</sup>  | N  | N                        | O                       | N                                 | A <sup>(41)</sup> -1*              | N                           |
| US Department of the Interior <sup>(29)</sup>   | O <sup>(28)</sup>  | N  | N                        | N                       | N                                 | N                                  | C <sup>(28)</sup> -1*       |
| US Environmental Protection Agency <sup>(29)</sup>  | C <sup>(27)</sup> -1*  | N  | N                        | N                       | N                                 | N                                  | N                           |
| US Fish and Wildlife Service <sup>(29)</sup>  | C <sup>(27)</sup> -1*  | N  | N                        | N                       | N                                 | N                                  | C-1*                        |
| Utility Companies <sup>(17)</sup>   | N  | N  | N                        | C <sup>(19)</sup> -1    | N                                 | N                                  | N                           |
| Number of Copies Submitted through Central Office to External Agencies for a “Typical Major Project” <sup>(40)</sup> :  | 7  | 1  | 1                        | 2                       | --                                | 10                                 | 7                           |
| Number of Copies Submitted Directly to External Agencies for a “Typical Major Project” <sup>(40)</sup> :  | 2  | --   | --                       | 5+U                     | 1                                 | 1                                  | 1                           |

# Appendix B – Review Matrices

## External Agency Reviews for Major Projects

|  | Step 9                   |                                |                        |                                      |                                |                         |                                   |
|--|--------------------------|--------------------------------|------------------------|--------------------------------------|--------------------------------|-------------------------|-----------------------------------|
| A-# - Required review and approval –<br>Number of Copies   | Draft Data Recovery Plan | Coast Guard Permit Application | Final Mitigation Plans | Environmental Commitments<br>Summary | Preliminary Right-of-Way Plans | Stage 2 Detailed Design | Constructability Review Documents |
| C-# - Required review and comment –<br>Number of Copies  |                          |                                |                        |                                      |                                |                         |                                   |
| F-# - Information only – Number of<br>Copies   |                          |                                |                        |                                      |                                |                         |                                   |
| N – Not Applicable   |                          |                                |                        |                                      |                                |                         |                                   |
| O – Optional Review  |                          |                                |                        |                                      |                                |                         |                                   |
| U – Number of copies for each involved<br>utility company  |                          |                                |                        |                                      |                                |                         |                                   |
| * - Number of copies submitted through<br>Central Office   |                          |                                |                        |                                      |                                |                         |                                   |
| Bureau of Underground Storage Tank Regulation <sup>(29)</sup>  | N                        | N                              | N                      | N                                    | N                              | N                       | N                                 |
| County <sup>(33)</sup>   | N                        | N                              | N                      | N                                    | N                              | A <sup>(3)</sup> -1     | N                                 |
| Federal Aviation Administration  | N                        | N                              | N                      | N                                    | N                              | N                       | N                                 |
| Federal Emergency Management Agency – Local Flood Plain Coordinator  | N                        | N                              | F-1                    | N                                    | N                              | N                       | N                                 |
| Federal Highway Administration   | N                        | N                              | F <sup>(7)</sup> -1    | C <sup>(7)</sup> -1*                 | A <sup>(7)</sup> -1            | C <sup>(7)</sup> -1     | F <sup>(7)</sup> -1               |
| Local Public Agencies <sup>(33)</sup>  | N                        | N                              | N                      | N                                    | N                              | N                       | N                                 |
| Metropolitan Planning Organizations <sup>(30)</sup>  | N                        | N                              | N                      | N                                    | N                              | N                       | N                                 |
| National Park Service - Scenic River Coordinator <sup>(29)</sup>   | N                        | N                              | C <sup>(34)</sup> -1*  | N                                    | N                              | N                       | N                                 |
| Ohio Department of Agriculture <sup>(29)</sup>   | N                        | N                              | N                      | N                                    | N                              | N                       | N                                 |
| Ohio Department of Natural Resources - REALM <sup>(29)</sup>   | N                        | N                              | C                      | N                                    | N                              | N                       | N                                 |
| Ohio Department of Natural Resources - Scenic Rivers <sup>(29)</sup>   | N                        | N                              | C <sup>(36)</sup> -1*  | N                                    | N                              | N                       | N                                 |
| Ohio Environmental Protection Agency <sup>(29)</sup>   | N                        | N                              | A-1*                   | N                                    | N                              | N                       | N                                 |
| Project Sponsor <sup>(1)</sup>   | N                        | N                              | O                      | N                                    | C-1                            | C-1                     | N                                 |
| Railroad/Railway Companies   | N                        | N                              | N                      | N                                    | C <sup>(10)</sup> -1           | C <sup>(11)</sup> -1    | N                                 |
| State Historic Preservation Office <sup>(29)</sup>   | C-1*                     | N                              | A <sup>(14)</sup> -1*  | N                                    | N                              | A <sup>(15)</sup> -1*   | N                                 |
| US Army Corps of Engineers <sup>(29)</sup>   | N                        | N                              | C <sup>(43)</sup> -1*  | N                                    | N                              | N                       | N                                 |
| US Coast Guard <sup>(29)</sup>   | N                        | A-1*                           | C <sup>(41)</sup> -1*  | N                                    | N                              | N                       | N                                 |
| US Department of the Interior <sup>(29)</sup>  | N                        | N                              | F <sup>(28)</sup> -1*  | N                                    | N                              | N                       | N                                 |
| US Environmental Protection Agency <sup>(29)</sup>   | N                        | N                              | N                      | N                                    | N                              | N                       | N                                 |
| US Fish and Wildlife Service <sup>(29)</sup>   | N                        | N                              | C-1*                   | N                                    | N                              | N                       | N                                 |
| Utility Companies <sup>(17)</sup>  | N                        | N                              | N                      | N                                    | N                              | F <sup>(20)</sup> -1    | N                                 |
| Number of Copies Submitted through Central Office to External Agencies for a “Typical Major Project” <sup>(40)</sup> : | 1                        | --                             | 7                      | --                                   | --                             | 1                       | --                                |
| Number of Copies Submitted Directly to External Agencies for a “Typical Major Project” <sup>(40)</sup> :               | --                       | --                             | 2                      | 1                                    | 3                              | 4+U                     | 1                                 |

# Appendix B – Review Matrices

## External Agency Reviews for Major Projects

|  | Step 10                  |                             | Step 11                 | Step 12              | Step 13                                     |                      |
|--|--------------------------|-----------------------------|-------------------------|----------------------|---|----------------------|
| A-# - Required review and approval – Number of Copies<br>C-# - Required review and comment – Number of Copies<br>F-# - Information only – Number of Copies<br>N – Not Applicable<br>O – Optional Review<br>U – Number of copies for each involved utility company<br>* - Number of copies submitted through Central Office | Final Right-of-Way Plans | Final Right-of-Way Tracings | Stage 3 Detailed Design | Final Tracings       | Plan, Specifications, and Estimates Package | Final Legislation    |
| Bureau of Underground Storage Tank Regulation <sup>(29)</sup>  | N                        | N                           | N                       | N                    | N   | N                    |
| County <sup>(33)</sup>   | A <sup>(4)</sup> -1      | N                           | N                       | N                    | N   | N                    |
| Federal Aviation Administration  | N                        | N                           | A <sup>(5)</sup> -1     | N                    | N   | N                    |
| Federal Emergency Management Agency – Local Flood Plain Coordinator  | N                        | N                           | N                       | N                    | N   | N                    |
| Federal Highway Administration   | A <sup>(7)</sup> -1      | F <sup>(7)</sup> -1         | C <sup>(7)</sup> -1     | F <sup>(7)</sup> -1  | A <sup>(7)</sup> -1                         | N                    |
| Local Public Agencies <sup>(33)</sup>  | N                        | N                           | N                       | N                    | N   | N                    |
| Metropolitan Planning Organizations <sup>(30)</sup>  | N                        | N                           | N                       | N                    | N   | N                    |
| National Park Service - Scenic River Coordinator <sup>(29)</sup>   | N                        | N                           | N                       | N                    | N   | N                    |
| Ohio Department of Agriculture <sup>(29)</sup>   | N                        | N                           | N                       | N                    | N   | N                    |
| Ohio Department of Natural Resources - REALM <sup>(29)</sup>   | N                        | N                           | A <sup>(8)</sup> -1*    | N                    | N   | N                    |
| Ohio Department of Natural Resources - Scenic Rivers <sup>(29)</sup>   | N                        | N                           | A <sup>(38)</sup> -1*   | N                    | A <sup>(38)</sup> -2*                       | N                    |
| Ohio Environmental Protection Agency <sup>(29)</sup>   | N                        | N                           | N                       | N                    | N   | N                    |
| Project Sponsor <sup>(1)</sup>   | C-1                      | A-1                         | C-1                     | A-1                  | F-1   | A <sup>(25)</sup> -1 |
| Railroad/Railway Companies   | C <sup>(10)</sup> -1     | O                           | A <sup>(9)</sup> -1     | F <sup>(13)</sup> -1 | N   | N                    |
| State Historic Preservation Office <sup>(29)</sup>   | N                        | N                           | O                       | N                    | N   | N                    |
| US Army Corps of Engineers <sup>(29)</sup>   | N                        | N                           | N                       | N                    | N   | N                    |
| US Coast Guard <sup>(29)</sup>   | N                        | N                           | N                       | N                    | N   | N                    |
| US Department of the Interior <sup>(29)</sup>  | N                        | N                           | N                       | N                    | N   | N                    |
| US Environmental Protection Agency <sup>(29)</sup>   | N                        | N                           | N                       | N                    | N   | N                    |
| US Fish and Wildlife Service <sup>(29)</sup>   | N                        | N                           | N                       | N                    | N   | N                    |
| Utility Companies <sup>(17)</sup>  | N                        | N                           | F <sup>(20)</sup> -1    | F <sup>(20)</sup> -1 | N   | N                    |
| Number of Copies Submitted through Central Office to External Agencies for a “Typical Major Project” <sup>(40)</sup> :   | --                       | --                          | 2                       | 1                    | 2   | --                   |
| Number of Copies Submitted Directly to External Agencies for a “Typical Major Project” <sup>(40)</sup> :   | 3                        | 2                           | 3+U                     | 3+U                  | 2   | 1                    |

# Appendix B – Review Matrices

## External Agency Reviews for Major Projects

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- (1) Recommended Project Sponsor involvement. Actual review submission requirements should be established during Step 2. ODOT has review and approval responsibilities for all submissions.
- (2) During Stage 1 Detailed Design development, submit LD-33 Form to the County Engineer for approval of culvert flow lines. Obtain approval prior to submitting for Stage 1 Detailed Design Review.
- (3) During Stage 2 Detailed Design development, submit local alternate detour route to County Engineer. Obtain approval prior to submitting for Stage 2 Detailed Design Review.
- (4) During Final Right of Way Plan development, submit legal descriptions to County Engineer or County Recorders Office for pre-approval. Obtain approval prior to submitting Final Right of Way Tracings.
- (5) Submit completed FAA Form 7460-1 to Federal Aviation Administration for projects located within 20,000 feet [6.1 kilometers] of a military or public-use airport or heliport. Obtain approval prior to submitting Final Tracings to Central Office.
- (6) During Stage 1 Detailed Design development, submit all encroachments into delineated flood zones to the Local Flood Plain Coordinator. Obtain approval prior to submitting for Stage 1 Detailed Design Review.
- (7) Submit Federal Oversight Projects as per the Federal Oversight Agreement. Submission of other projects is optional.
- (8) Submit plans involving State Scenic Rivers, State Wildlife Areas or State Recreational Areas through the Office of Environmental Services.
- (9) Submit plans involving work on or adjacent to railroad/railway property.
- (10) Submit plans involving acquisition of railroad/railway property.
- (11) Submit plans if requested by railroad/railway company.
- (12) **Submit through the Office of Environmental Services. Provide one copy if Final Environmental Document is a Categorical Exclusion Level 4 and two copies if the Final Environmental Document is an Environmental Assessment or Environmental Impact Statement.**
- (13) Send copy of final tracings for any project with railroad/railway involvement.
- (14) Submit plans involving historic properties, including historic bridges, if requested by SHPO. Submit through the Office of Environmental Services.
- (15) Submit plans involving work on historic bridges through the Office of Environmental Services.
- (16) US Army Corps of Engineers and Ohio Environmental Protection Agency may request a copy to confirm their wetland and stream verification of boundaries. Submit through the office of Environmental Services.
- (17) **Provide information to each involved utility company.**
- (18) Send copy of plans to **each** involved utility company to confirm subsurface utility engineering results and to suggest modifications to lessen utility impacts.
- (19) If utility impacts have changed since previous submissions, send copy of plans to **each** involved utility company to advise of revisions. The utility company may propose revisions to lessen impacts.

# Appendix B – Review Matrices

## External Agency Reviews for Major Projects

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- (20) If changes to utility impacts have occurred since previous submissions, send copy of plans to **each** involved utility company.
- (21) Local governments will be involved in identifying and determining Section 4(f) status of community parks and recreational resources.
- (22) Request concurrence on 4(f) impact for projects involving federal and state wild, scenic, and recreational water resources.
- (23) **Submit Federal Oversight Projects as per the Federal Oversight Agreement. Submission of other projects is optional. Submit through the Office of Environmental Services.**
- (24) Preliminary legislation is required for work within the jurisdiction of a local public agency (e.g., cities, counties) or **when a Project Sponsor other than ODOT or FHWA is funding any portion of the project.**
- (25) Final legislation is required when a project sponsor will be participating in project funding.
- (26) Submission required only for impacts to Ohio Department of Agriculture districts. Submit through the Office of Environmental Services.
- (27) Coordination of environmental document only required for Environmental Assessment or Environmental Impact Statement.
- (28) Coordination occurs only on projects with section 4(f) or other projects with issues of interest to the Department of the Interior.
- (29) All coordination with this agency shall be submitted through the Office of Environmental Services.
- (30) Submit after initial review by the Office of Environmental Services.
- (31) Submit through the Office of Environmental Services.
- (32) Submit through the Office of Environmental Services after all other reviews have been completed.
- (33) Additional review submissions may be required if this agency is the Project Sponsor.
- (34) Submit projects involving National Scenic Rivers through the Office of Environmental Services.
- (35) Submit projects involving scenic rivers (national or state) through the Office of Environmental Services.
- (36) Submit projects involving scenic rivers (national or state) if previous Ohio Department of Natural Resources – Scenic Rivers comments could not be completely incorporated. Submit through the Office of Environmental Services.
- (37) Submit project involving National Scenic Rivers if previous National Park Services comments could not be completely incorporated. Submit through the Office of Environmental Services.
- (38) **Submission of Stage 3 and Plan, Specifications, and Estimates Package are only required as outlined under Tier V of the “MOA between ODOT and ODNR for Interagency Coordination for BMPs for Emergency, Minor Maintenance and Exempt Projects on Ohio Scenic Rivers” or unless otherwise agreed upon by the Scenic Rivers Coordinator and District Environmental Coordinator on lower Tier Level projects as outlined in the State Scenic Rivers Memorandum of Agreement. Submit two copies of final (signed) plans through the Office of Environmental Services.**

# Appendix B – Review Matrices

## External Agency Reviews for Major Projects

- (39) Submit projects involving historic properties, including historic bridges, if requested by SHPO. Submit cover page only. Submit through the Office of Environmental Services.
- (40) The numbers listed at the bottom of this matrix do NOT represent the total number of copies needed for review. The total number of copies must address all pertinent reviews/reviewers listed in the Central Office and External Agency Review matrices as well as any additional reviews/reviewers listed in the Scope of Services document (including multiple copies for District review). Every project is unique and the project team must evaluate the project's characteristics and determine the required number of copies immediately prior to submitting for review.

The numbers provided in the matrix are intended to assist in making a preliminary estimate (usually during initial scoping) of the number of copies needed for external agency review. Due to the variability in the number of companies involved, specific numbers for utility company submittals have not been included in the totals.

The numbers listed at the bottom of the matrix do not include all possible reviews, but rather assumes a "typical" Major Project that has the following attributes:

- Work in streams, rivers or wetlands requiring waterway permits
- Geotechnical concerns (subgrade treatments, slope stability issues, settlement concerns, etc.)
- Project requires direct Federal oversight
- Pavement Selection Committee review is required in accordance with the Pavement Design and Selection Process Policy
- A Value Engineering Study is required
- Work is on or adjacent to railroad/railway property and will require property acquisition from railroad/railway
- Right of way acquisition is required
- Certified Traffic has already been obtained by the District prior to scoping the designer
- Constructability review is required
- Environmental Impact Statement document
- Located in MPO area
- Work involves state and national scenic river
- Work involves State Wildlife Areas and State Recreational Areas
- Access Point Request Document needed
- Design Exception request needed
- Involves historic properties, including historic bridges
- Innovating contracting required
- Project encroaches into delineated flood zones
- Project involves 4(f) properties

The list of "typical" attributes does not supersede the definition of a Major Project as listed in Section 106.

See the Central Office review matrices for required submittals to Central Office.

- (41) Submit projects involving Section 9 Navigable Waters through the Office of Environmental Services.
- (42) Required only for Environmental Impact Statement.
- (43) Submit projects involving work in streams, rivers or wetlands. Submit through the Office of Environmental Services.
- (44) Submit through the Office of Roadway Engineering Services. A third copy may be required if FHWA has approval authority.
- (45) Submit projects involving Section 4(f) Individual Evaluations to the US Department of the Interior – National Park Service. One hard copy of the document and 14 compact disks with electronic copies of the documents are required. Submit through the Office of Environmental Services.

# Appendix B – Review Matrices

## External Agency Reviews for Minor Projects

|   | Step 1                     |                                 | Step 2                  | Step 3                             |                                  |                                      |
|---|----------------------------|---------------------------------|-------------------------|------------------------------------|----------------------------------|--------------------------------------|
|   | Purpose and Need Statement | Federal Oversight Determination | Preliminary Legislation | Ecological Memorandum of Agreement | Level 1 Ecological Survey Report | Phase I Historic Architecture Survey |
| <p>A-# - Required review and approval – Number of Copies</p> <p>C-# - Required review and comment – Number of Copies</p> <p>F-# - Information only – Number of Copies</p> <p>N – Not Applicable</p> <p>O – Optional Review</p> <p>U – Number of copies for each involved utility company</p> <p>* - Number of copies submitted through Central Office</p> |                            |                                 |                         |                                    |                                  |                                      |
| Bureau of Underground Storage Tank Regulation <sup>(30)</sup>   | N                          | N                               | N                       | N                                  | N                                | N                                    |
| County <sup>(32)</sup>  | N                          | N                               | N                       | N                                  | N                                | N                                    |
| Federal Aviation Administration   | N                          | N                               | N                       | N                                  | N                                | N                                    |
| Federal Emergency Management Agency – Local Flood Plain Coordinator   | N                          | N                               | N                       | N                                  | N                                | N                                    |
| Federal Highway Administration  | A <sup>(27)</sup> -1*      | A <sup>(26)</sup> -1*           | N                       | N                                  | N                                | N                                    |
| Local Public Agencies <sup>(32)</sup>   | N                          | N                               | A <sup>(28)</sup> -1    | N                                  | N                                | N                                    |
| Metropolitan Planning Organizations   | N                          | N                               | N                       | N                                  | N                                | N                                    |
| National Park Services - Scenic River Coordinator <sup>(30)</sup>   | N                          | N                               | N                       | C <sup>(34)</sup> -1*              | N                                | N                                    |
| Ohio Department of Agriculture <sup>(30)</sup>  | N                          | N                               | N                       | N                                  | N                                | N                                    |
| Ohio Department of Natural Resources - REALM <sup>(30)</sup>  | N                          | N                               | N                       | A <sup>(8)</sup> -1*               | C <sup>(8)</sup> -1*             | N                                    |
| Ohio Department of Natural Resources - Scenic Rivers <sup>(30)</sup>  | N                          | N                               | N                       | A <sup>(33)</sup> -1*              | N                                | N                                    |
| Ohio Environmental Protection Agency <sup>(30)</sup>  | N                          | N                               | N                       | N                                  | C-1*                             | N                                    |
| Project Sponsor <sup>(1)</sup>  | N                          | N                               | A <sup>(28)</sup> -1    | N                                  | N                                | N                                    |
| Railroad/Railway Companies  | N                          | N                               | N                       | N                                  | N                                | O                                    |
| State Historic Preservation Office <sup>(30)</sup>  | N                          | N                               | N                       | N                                  | N                                | A-1*                                 |
| US Army Corps of Engineers <sup>(30)</sup>  | N                          | N                               | N                       | N                                  | C-1*                             | N                                    |
| US Coast Guard <sup>(30)</sup>  | N                          | N                               | N                       | N                                  | N                                | N                                    |
| US Department of the Interior <sup>(30)</sup>   | N                          | N                               | N                       | N                                  | N                                | N                                    |
| US Fish and Wildlife Service <sup>(30)</sup>  | N                          | N                               | N                       | A-1*                               | C-1*                             | N                                    |
| Utility Companies <sup>(12)</sup>   | N                          | N                               | N                       | N                                  | N                                | N                                    |
| Number of Copies Submitted through Central Office to External Agencies for a "Typical Minor Project" <sup>(37)</sup> :  | --                         | --                              | --                      | --                                 | --                               | --                                   |
| Number of Copies Submitted Directly to External Agencies for a "Typical Minor Project" <sup>(37)</sup> :  | --                         | --                              | 3                       | --                                 | --                               | --                                   |

# Appendix B – Review Matrices

## External Agency Reviews for Minor Projects

|   | Step 3 Continued            |   |  |                               |                                    |                                      |                                   |
|---|-----------------------------|---|--|-------------------------------|------------------------------------|--------------------------------------|-----------------------------------|
| A-# - Required review and approval<br>– Number of Copies<br>C-# - Required review and comment<br>– Number of Copies<br>F-# - Information only – Number of<br>Copies<br>N – Not Applicable<br>O – Optional Review<br>U – Number of copies for each<br>involved utility company<br>* - Number of copies submitted<br>through Central Office | Section 4(f) Determinations | Maintenance of Traffic Alternatives<br>Analysis | Minor Project Preliminary<br>Engineering | Access Point Request Document | Draft Waterway Permit Applications | Value Engineering Study<br>Documents | Constructability Review Documents |
| Bureau of Underground Storage<br>Tank Regulation <sup>(30)</sup>  | N                           | N   | N  | N                             | N                                  | N                                    | N                                 |
| County <sup>(32)</sup>  | N                           | N   | O  | N                             | N                                  | N                                    | N                                 |
| Federal Aviation Administration   | N                           | N   | N  | N                             | N                                  | N                                    | N                                 |
| Federal Emergency Management<br>Agency – Local Flood Plain<br>Coordinator   | N                           | N   | N  | N                             | N                                  | N                                    | N                                 |
| Federal Highway Administration  | A <sup>(31)</sup> -1*       | C-1   | A <sup>(7)</sup> -1                      | A <sup>(38)</sup> -2*         | N                                  | C-1*                                 | C <sup>(7)</sup> -1               |
| Local Public Agencies <sup>(32)</sup>   | C <sup>(24)</sup> -1        | N   | O  | N                             | N                                  | N                                    | N                                 |
| Metropolitan Planning Organizations   | N                           | N   | O  | N                             | N                                  | N                                    | N                                 |
| National Park Service - Scenic River<br>Coordinator <sup>(30)</sup>   | O                           | N   | A <sup>(34)</sup> -1*                    | N                             | N                                  | N                                    | N                                 |
| Ohio Department of Agriculture <sup>(30)</sup>  | N                           | N   | N  | N                             | N                                  | N                                    | N                                 |
| Ohio Department of Natural<br>Resources - REALM <sup>(30)</sup>   | N                           | N   | N  | N                             | N                                  | N                                    | N                                 |
| Ohio Department of Natural<br>Resources - Scenic Rivers <sup>(30)</sup>   | C <sup>(23)</sup> -1*       | N   | A <sup>(33)</sup> -1*                    | N                             | N                                  | N                                    | N                                 |
| Ohio Environmental Protection<br>Agency <sup>(30)</sup>   | N                           | N   | N  | N                             | N                                  | N                                    | N                                 |
| Project Sponsor <sup>(1)</sup>  | N                           | N   | C-1                                      | N                             | C-1                                | N                                    | N                                 |
| Railroad/Railway Companies  | O                           | N   | C <sup>(9)</sup> -1                      | N                             | N                                  | N                                    | N                                 |
| State Historic Preservation Office <sup>(30)</sup>  | N                           | N   | N  | N                             | N                                  | N                                    | N                                 |
| US Army Corps of Engineers <sup>(30)</sup>  | N                           | N   | N  | N                             | N                                  | N                                    | N                                 |
| US Coast Guard <sup>(30)</sup>  | N                           | N   | N  | N                             | N                                  | N                                    | N                                 |
| US Department of the Interior <sup>(30)</sup>   | N                           | N   | N  | N                             | N                                  | N                                    | N                                 |
| US Fish and Wildlife Service <sup>(30)</sup>  | N                           | N   | N  | N                             | N                                  | N                                    | N                                 |
| Utility Companies <sup>(12)</sup>   | N                           | N   | C <sup>(18)</sup> -1                     | N                             | N                                  | N                                    | N                                 |
| Number of Copies Submitted<br>through Central Office to External<br>Agencies for a “Typical Minor<br>Project” <sup>(37)</sup> :   | 2                           | --  | --                                       | --                            | --                                 | --                                   | --                                |
| Number of Copies Submitted<br>Directly to External Agencies for a<br>“Typical Minor Project” <sup>(37)</sup> :  | 1                           | --  | 1+U                                      | --                            | 1                                  | --                                   | --                                |

# Appendix B – Review Matrices

## External Agency Reviews for Minor Projects

|  | Step 4                                |                                       |   |                          |                         |                                       |
|--|---------------------------------------|---------------------------------------|---|--------------------------|-------------------------|---------------------------------------|
|  | Phase 1 Environmental Site Assessment | Phase 2 Environmental Site Assessment | Environmental Site Assessment Remediation Plan Note | Design Exception Request | Stage 1 Detailed Design | Phase II Historic Architecture Survey |
| A-# - Required review and approval<br>– Number of Copies   |                                       |                                       |   |                          |                         |                                       |
| C-# - Required review and comment<br>– Number of Copies  |                                       |                                       |   |                          |                         |                                       |
| F-# - Information only – Number of Copies  |                                       |                                       |   |                          |                         |                                       |
| N – Not Applicable   |                                       |                                       |   |                          |                         |                                       |
| O – Optional Review  |                                       |                                       |   |                          |                         |                                       |
| U – Number of copies for each involved utility company   |                                       |                                       |   |                          |                         |                                       |
| * - Number of copies submitted through Central Office  |                                       |                                       |   |                          |                         |                                       |
| Bureau of Underground Storage Tank Regulation <sup>(30)</sup>  | N                                     | O                                     | O   | N                        | N                       | N                                     |
| County <sup>(32)</sup>   | N                                     | N                                     | N   | N                        | A <sup>(2)</sup> -1     | N                                     |
| Federal Aviation Administration  | N                                     | N                                     | N   | N                        | N                       | N                                     |
| Federal Emergency Management Agency – Local Flood Plain Coordinator  | N                                     | N                                     | N   | N                        | A <sup>(6)</sup> -1     | N                                     |
| Federal Highway Administration   | N                                     | N                                     | N   | A <sup>(38)</sup> -1*    | C <sup>(7)</sup> -1     | N                                     |
| Local Public Agencies <sup>(32)</sup>  | N                                     | N                                     | N   | N                        | N                       | N                                     |
| Metropolitan Planning Organizations  | N                                     | N                                     | N   | N                        | N                       | N                                     |
| National Park Service - Scenic River Coordinator <sup>(30)</sup>   | N                                     | N                                     | N   | N                        | A <sup>(36)</sup> -1*   | N                                     |
| Ohio Department of Agriculture <sup>(30)</sup>   | N                                     | N                                     | N   | N                        | N                       | N                                     |
| Ohio Department of Natural Resources - REALM <sup>(30)</sup>   | N                                     | N                                     | N   | N                        | N                       | N                                     |
| Ohio Department of Natural Resources - Scenic Rivers <sup>(30)</sup>   | N                                     | N                                     | N   | N                        | A <sup>(35)</sup> -1*   | N                                     |
| Ohio Environmental Protection Agency <sup>(30)</sup>   | O                                     | O                                     | N   | N                        | O                       | N                                     |
| Project Sponsor <sup>(1)</sup>   | O                                     | O                                     | O   | N                        | C-1                     | O                                     |
| Railroad/Railway Companies   | N                                     | N                                     | N   | N                        | C <sup>(9)</sup> -1     | N                                     |
| State Historic Preservation Office <sup>(30)</sup>   | N                                     | N                                     | N   | N                        | C <sup>(14)</sup> -1*   | A <sup>(14)</sup> -1*                 |
| US Army Corps of Engineers <sup>(30)</sup>   | N                                     | N                                     | N   | N                        | O                       | N                                     |
| US Coast Guard <sup>(30)</sup>   | N                                     | N                                     | N   | N                        | O                       | N                                     |
| US Department of the Interior <sup>(30)</sup>  | N                                     | N                                     | N   | N                        | N                       | N                                     |
| US Fish and Wildlife Service <sup>(30)</sup>   | N                                     | N                                     | N   | N                        | N                       | N                                     |
| Utility Companies <sup>(12)</sup>  | N                                     | N                                     | N   | N                        | C <sup>(19)</sup> -1    | N                                     |
| Number of Copies Submitted through Central Office to External Agencies for a “Typical Minor Project” <sup>(37)</sup> : | --                                    | --                                    | --  | --                       | --                      | --                                    |
| Number of Copies Submitted Directly to External Agencies for a “Typical Minor Project” <sup>(37)</sup> :               | --                                    | --                                    | --  | --                       | 2+U                     | --                                    |

# Appendix B – Review Matrices

## External Agency Reviews for Minor Projects

|   | Step 4 Cont.                          |  |                                   |  |                             |                                    |
|---|---------------------------------------|--|-----------------------------------|--|-----------------------------|------------------------------------|
|   | Phase I and II Archaeological Surveys | Section 4(f) Programmatic/Individual Evaluations | Value Engineering Study Documents | Documentation for Consultation and Memorandum of Agreement | Conceptual Mitigation Plans | Final Waterway Permit Applications |
| <b>A-# - Required review and approval – Number of Copies</b>  |                                       |  |                                   |  |                             |                                    |
| <b>C-# - Required review and comment – Number of Copies</b>   |                                       |  |                                   |  |                             |                                    |
| <b>F-# - Information only – Number of Copies</b>  |                                       |  |                                   |  |                             |                                    |
| <b>N – Not Applicable</b>   |                                       |  |                                   |  |                             |                                    |
| <b>O – Optional Review</b>  |                                       |  |                                   |  |                             |                                    |
| <b>U – Number of copies for each involved utility company</b>   |                                       |  |                                   |  |                             |                                    |
| <b>* - Number of copies submitted through Central Office</b>  |                                       |  |                                   |  |                             |                                    |
| Bureau of Underground Storage Tank Regulation <sup>(30)</sup>   | N                                     | N  | N                                 | N  | N                           | N                                  |
| County <sup>(32)</sup>  | N                                     | N  | N                                 | N  | N                           | N                                  |
| Federal Aviation Administration   | N                                     | N  | N                                 | N  | N                           | N                                  |
| Federal Emergency Management Agency – Local Flood Plain Coordinator   | N                                     | N  | N                                 | N  | N                           | N                                  |
| Federal Highway Administration  | N                                     | A <sup>(31)</sup> -1*                            | C-1*                              | A <sup>(31)</sup> -1*                                      | N                           | N                                  |
| Local Public Agencies <sup>(32)</sup>   | N                                     | N  | N                                 | N  | N                           | N                                  |
| Metropolitan Planning Organizations   | N                                     | N  | N                                 | N  | N                           | N                                  |
| National Park Services - Scenic River Coordinator <sup>(30)</sup>   | N                                     | C <sup>(34)</sup> -1*                            | N                                 | C <sup>(34)</sup> -1*                                      | N                           | N                                  |
| Ohio Department of Agriculture <sup>(30)</sup>  | N                                     | N  | N                                 | N  | N                           | N                                  |
| Ohio Department of Natural Resources - REALM <sup>(30)</sup>  | N                                     | N  | N                                 | N  | O                           | N                                  |
| Ohio Department of Natural Resources - Scenic Rivers <sup>(30)</sup>  | N                                     | O  | N                                 | N  | C <sup>(33)</sup> -1*       | N                                  |
| Ohio Environmental Protection Agency <sup>(30)</sup>  | N                                     | N  | N                                 | N  | N                           | A <sup>(16)</sup> -4*              |
| Project Sponsor <sup>(1)</sup>  | O                                     | O  | N                                 | O  | O                           | C-1                                |
| Railroad/Railway Companies  | N                                     | N  | N                                 | N  | N                           | N                                  |
| State Historic Preservation Office <sup>(30)</sup>  | A <sup>(14)</sup> -1*                 | N  | N                                 | A <sup>(14)</sup> -1*                                      | A <sup>(14)</sup> -1*       | F <sup>(21)</sup> -1*              |
| US Army Corps of Engineers <sup>(30)</sup>  | N                                     | N  | N                                 | N  | N                           | A <sup>(16)</sup> -5*              |
| US Coast Guard <sup>(30)</sup>  | N                                     | N  | N                                 | N  | N                           | A <sup>(17)</sup> -1*              |
| US Department of the Interior <sup>(30)</sup>   | N                                     | N  | N                                 | A <sup>(39)</sup> -1*                                      | C <sup>(39)</sup> -1*       | N                                  |
| US Fish and Wildlife Service <sup>(30)</sup>  | N                                     | N  | N                                 | N  | O                           | N                                  |
| Utility Companies <sup>(12)</sup>   | N                                     | N  | N                                 | N  | N                           | N                                  |
| <b>Number of Copies Submitted through Central Office to External Agencies for a “Typical Minor Project”<sup>(37)</sup>:</b> | --                                    | 1  | --                                | 2  | --                          | 9                                  |
| <b>Number of Copies Submitted Directly to External Agencies for a “Typical Minor Project”<sup>(37)</sup>:</b>               | --                                    | --   | --                                | --   | --                          | 1                                  |

# Appendix B – Review Matrices

## External Agency Reviews for Minor Projects

|   | Step 4 Cont.                     |                       | Step 5                         |                                |                        |                         |                                   |
|---|----------------------------------|-----------------------|--------------------------------|--------------------------------|------------------------|-------------------------|-----------------------------------|
| A-# - Required review and approval<br>– Number of Copies<br>C-# - Required review and comment<br>– Number of Copies<br>F-# - Information only – Number of<br>Copies<br>N – Not Applicable<br>O – Optional Review<br>U – Number of copies for each<br>involved utility company<br>* - Number of copies submitted<br>through Central Office | Level 1 Ecological Survey Report | Categorical Exclusion | Preliminary Right-of-Way Plans | Coast Guard Permit Application | Final Mitigation Plans | Stage 2 Detailed Design | Constructability Review Documents |
| Bureau of Underground Storage Tank Regulation <sup>(30)</sup>   | N                                | N                     | N                              | N                              | N                      | N                       | N                                 |
| County <sup>(32)</sup>  | N                                | N                     | N                              | N                              | N                      | A <sup>(3)</sup> -1     | N                                 |
| Federal Aviation Administration   | N                                | N                     | N                              | N                              | N                      | N                       | N                                 |
| Federal Emergency Management Agency – Local Flood Plain Coordinator   | N                                | O                     | N                              | N                              | N                      | N                       | N                                 |
| Federal Highway Administration  | N                                | A <sup>(27)</sup> -1* | A <sup>(7)</sup> -1            | N                              | A <sup>(31)</sup> -1*  | C <sup>(7)</sup> -1     | C <sup>(7)</sup> -1               |
| Local Public Agencies <sup>(32)</sup>   | N                                | N                     | N                              | N                              | N                      | N                       | N                                 |
| Metropolitan Planning Organizations   | N                                | N                     | N                              | N                              | N                      | N                       | N                                 |
| National Park Services - Scenic River Coordinator <sup>(30)</sup>   | C <sup>(34)</sup> -1*            | N                     | N                              | N                              | C <sup>(35)</sup> -1*  | N                       | N                                 |
| Ohio Department of Agriculture <sup>(30)</sup>  | N                                | O                     | N                              | N                              | O                      | N                       | N                                 |
| Ohio Department of Natural Resources - REALM <sup>(30)</sup>  | C-1*                             | O                     | N                              | N                              | C <sup>(8)</sup> -1*   | N                       | N                                 |
| Ohio Department of Natural Resources - Scenic Rivers <sup>(30)</sup>  | C <sup>(33)</sup> -1*            | O                     | N                              | N                              | C <sup>(35)</sup> -1*  | N                       | N                                 |
| Ohio Environmental Protection Agency <sup>(30)</sup>  | C-1*                             | O                     | N                              | N                              | A-1*                   | N                       | N                                 |
| Project Sponsor <sup>(1)</sup>  | N                                | C-1                   | N                              | N                              | N                      | N                       | N                                 |
| Railroad/Railway Companies  | N                                | O                     | C <sup>(10)</sup> -1           | N                              | N                      | C <sup>(11)</sup> -1    | N                                 |
| State Historic Preservation Office <sup>(30)</sup>  | N                                | O                     | N                              | N                              | A <sup>(14)</sup> -1*  | A <sup>(15)</sup> -1*   | N                                 |
| US Army Corps of Engineers <sup>(30)</sup>  | C-1*                             | O                     | N                              | N                              | A-1*                   | N                       | N                                 |
| US Coast Guard <sup>(30)</sup>  | N                                | O                     | N                              | A <sup>(17)</sup> -1*          | A <sup>(17)</sup> -1*  | N                       | N                                 |
| US Department of the Interior <sup>(30)</sup>   | N                                | O                     | N                              | N                              | F <sup>(39)</sup> -1*  | N                       | N                                 |
| US Fish and Wildlife Service <sup>(30)</sup>  | C-1*                             | O                     | N                              | N                              | C-1*                   | N                       | N                                 |
| Utility Companies <sup>(12)</sup>   | N                                | N                     | N                              | N                              | N                      | F <sup>(20)</sup> -1    | N                                 |
| Number of Copies Submitted through Central Office to External Agencies for a “Typical Minor Project” <sup>(37)</sup> :  | 4                                | 1                     | --                             | --                             | --                     | --                      | --                                |
| Number of Copies Submitted Directly to External Agencies for a “Typical Minor Project” <sup>(37)</sup> :  | --                               | 1                     | --                             | --                             | --                     | 1+U                     | --                                |

# Appendix B – Review Matrices

## External Agency Reviews for Minor Projects

|   | Step 6                   |                             | Step 7                  | Step 8               | Step 9                                      |                      |
|---|--------------------------|-----------------------------|-------------------------|----------------------|---|----------------------|
| <p>A-# - Required review and approval<br/>– Number of Copies</p> <p>C-# - Required review and comment<br/>– Number of Copies</p> <p>F-# - Information only – Number of Copies</p> <p>N – Not Applicable</p> <p>O – Optional Review</p> <p>U – Number of copies for each involved utility company</p> <p>* - Number of copies submitted through Central Office</p> | Final Right-of-Way Plans | Final Right-of-Way Tracings | Stage 3 Detailed Design | Final Tracings       | Plan, Specifications, and Estimates Package | Final Legislation    |
| Bureau of Underground Storage Tank Regulation <sup>(30)</sup>   | N                        | N                           | N                       | N                    | N   | N                    |
| County <sup>(32)</sup>  | A <sup>(4)</sup> -1      | N                           | N                       | N                    | O   | N                    |
| Federal Aviation Administration   | N                        | N                           | A <sup>(5)</sup> -1     | N                    | N   | N                    |
| Federal Emergency Management Agency – Local Flood Plain Coordinator   | N                        | N                           | N                       | N                    | N   | N                    |
| Federal Highway Administration  | A <sup>(7)</sup> -1      | F <sup>(7)</sup> -1         | C <sup>(7)</sup> -1     | F <sup>(7)</sup> -1  | A <sup>(7)</sup> -1                         | N                    |
| Local Public Agencies <sup>(32)</sup>   | N                        | N                           | N                       | N                    | N   | N                    |
| Metropolitan Planning Organizations   | N                        | N                           | N                       | N                    | N   | N                    |
| National Park Service - Scenic River Coordination <sup>(30)</sup>   | N                        | N                           | N                       | N                    | N   | N                    |
| Ohio Department of Agriculture <sup>(30)</sup>  | N                        | N                           | N                       | N                    | N   | N                    |
| Ohio Department of Natural Resources - REALM <sup>(30)</sup>  | N                        | N                           | A <sup>(8)</sup> -1*    | N                    | N   | N                    |
| Ohio Department of Natural Resources - Scenic Rivers <sup>(30)</sup>  | N                        | N                           | A <sup>(40)</sup> -1*   | N                    | A <sup>(40)</sup> -1*                       | N                    |
| Ohio Environmental Protection Agency <sup>(30)</sup>  | N                        | N                           | N                       | N                    | N   | N                    |
| Project Sponsor <sup>(1)</sup>  | C-1                      | A-1                         | C-1                     | A-1                  | F-1   | A <sup>(29)</sup> -1 |
| Railroad/Railway Companies  | C <sup>(10)</sup> -1     | O                           | A <sup>(9)</sup> -1     | F <sup>(13)</sup> -1 | N   | N                    |
| State Historic Preservation Office <sup>(30)</sup>  | N                        | N                           | O                       | N                    | N   | N                    |
| US Army Corps of Engineers <sup>(30)</sup>  | N                        | N                           | N                       | N                    | N   | N                    |
| US Coast Guard <sup>(30)</sup>  | N                        | N                           | N                       | N                    | N   | N                    |
| US Department of the Interior <sup>(30)</sup>   | N                        | N                           | N                       | N                    | N   | N                    |
| US Fish and Wildlife Service <sup>(30)</sup>  | N                        | N                           | N                       | N                    | N   | N                    |
| Utility Companies <sup>(12)</sup>   | N                        | N                           | F <sup>(20)</sup> -1    | F <sup>(20)</sup> -1 | N   | N                    |
| Number of Copies Submitted through Central Office to External Agencies for a “Typical Minor Project” <sup>(37)</sup> :  | --                       | --                          | --                      | --                   | --  | --                   |
| Number of Copies Submitted Directly to External Agencies for a “Typical Minor Project” <sup>(37)</sup> :  | 2                        | 1                           | 1+U                     | 1+U                  | 1   | 1                    |

# Appendix B – Review Matrices

## External Agency Reviews for Minor Projects

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- (1) Recommended Project Sponsor Involvement. Actual review submissions should be established during Step 1. ODOT has review & approval responsibilities for all submissions.
- (2) During Stage 1 Detailed Design development, submit LD-33 Form to the County Engineer for approval of culvert flow lines. Obtain approval prior to submitting for Stage 1 Detailed Design Review.
- (3) During Stage 2 Detailed Design development, submit local alternate detour route to County Engineer. Obtain approval prior to submitting for Stage 2 Detailed Design Review.
- (4) During Final Right of Way Plan development, submit legal descriptions to County Engineer or County Recorders Office for pre-approval. Obtain approval prior to submitting Final Right of Way Tracings.
- (5) Submit completed FAA Form 7460-1 to Federal Aviation Administration for projects located within 20,000 feet [6.1 kilometers] of a military or public-use airport or heliport. Obtain approval prior to submitting Final Tracings to Central Office.
- (6) During Stage 1 Detailed Design development, submit all encroachments into delineated flood zones to the Local Flood Plain Coordinator. Obtain approval prior to submitting for Stage 1 Detailed Design Review.
- (7) Submit Federal oversight projects as per the Federal Oversight Agreement. Submission of other projects is optional.
- (8) Submit plans involving State Wildlife Areas or State Recreational Areas through the Office of Environmental Services.
- (9) Submit plans involving work on or adjacent to railroad/railway property.
- (10) Submit plans involving acquisition of railroad/railway property.
- (11) Submit plans if requested by railroad/railway company.
- (12) **Provide information to each involved utility company.**
- (13) Send copy of final tracings for any project with railroad/railway involvement.
- (14) Submit plans involving historic properties, including historic bridges, if requested by SHPO. Submit through the Office of Environmental Services.
- (15) Submit plans involving work on historic bridges through the Office of Environmental Services.
- (16) **Final waterway permits should be submitted through the Office of Environmental Services. For projects not covered by an individual permit, provide only 3 copies for the Ohio Environmental Protection Agency and 2 copies for the US Army Corps of Engineers.**
- (17) Submissions should be submitted through the Office of Environmental Services. Coast Guard, Section 9 Permit projects require environmental documents and waterway permit applications and permits for information and final permit authorization.
- (18) Send copy of plans to **each** involved utility company to confirm subsurface utility engineering results and to allow suggest modification to lessen utility impacts.
- (19) If utility impacts have changed since previous submissions, send copy of plans to each involved utility company to advise of revisions. The utility company may propose revisions to lessen impacts.

# Appendix B – Review Matrices

## External Agency Reviews for Minor Projects

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- (20) If changes to utility impacts have occurred since previous submissions, send copy of plans to each involved utility company.
- (21) **Submit plans involving historic properties, including historic bridges, if requested by SHPO. Submit cover page only. Submit through the Office of Environmental Services.**
- (22) State Historical Preservation Office will be involved in identifying and determining Section 4(f) status of resources listed or eligible for listing on the National Register of Historic Places.
- (23) Ohio Department of Natural Resources – Scenic Rivers will be involved in identifying and determining Section 4(f) status of federal and state wild, scenic, and recreational water resources.
- (24) Local governments will be involved in identifying and determining Section 4(f) status of community parks and recreational resources.
- (25) Submit permits pertaining to federal and state wild, scenic, and recreational water resources.
- (26) **Submit Federal oversight projects as per the Federal Oversight Agreement. Submission of other projects is optional. Submit through the Office of Environmental Services.**
- (27) **Submit through the Office of Environmental Services for all projects involving Categorical Exclusion Level 4 and for projects involving Categorical Exclusion Level 3 and an Access Point Request Document.**
- (28) Preliminary legislation is required for work within the jurisdiction of a local public agency (e.g., cities, counties) or project sponsor.
- (29) Final legislation is required when a project sponsor will be participating in project funding.
- (30) All coordination with this agency shall be submitted through the Office of Environmental Services.
- (31) Submit through the Office of Environmental Services.
- (32) Additional review submissions may be required if this agency is the Project Sponsor.
- (33) Submit portions of plans involving Scenic Rivers (national or state) through the Office of Environmental Services.
- (34) Submit project involving National Scenic Rivers through the Office of Environmental Services.
- (35) Submit projects involving scenic rivers (national or state) if previous ODNR – Scenic Rivers comments could not be completely incorporated. Submit through the Office of Environmental Services.
- (36) Submit projects involving National Scenic Rivers if previous National Park Service comments could not be completely incorporated. Submit through the Office of Environmental Services.
- (37) **The numbers listed at the bottom of this matrix do NOT represent the total number of copies needed for review. The total number of copies must address all pertinent reviews/reviewers listed in the Central Office and External Agency Review matrices as well as any additional reviews/reviewers listed in the Scope of Services document (including multiple copies for District review). Every project is unique and the project team must evaluate the project's characteristics and determine the required number of copies immediately prior to submitting for review.**

**The numbers provided in the matrix are intended to assist in making a preliminary estimate (usually during initial scoping) of the number of copies needed for external agency review. Due to the variability in the number of companies involved, specific numbers for utility company submittals have not been included in the totals.**

# Appendix B – Review Matrices

## External Agency Reviews for Minor Projects

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The numbers listed at the bottom of the matrix do not include all possible reviews, but rather assumes a “typical” Minor Project that has the following attributes:

- Work in streams, rivers or wetlands requiring waterway permits (no Coast Guard involvement)
- Geotechnical concerns (subgrade treatments, slope stability issues, settlement concerns, etc.)
- Federal Oversight is not required
- Pavement Design does not need to be reviewed by Pavement Selection Committee
- A Value Engineering Study is not required. Project cost is less than \$10 million.
- Work is not on or adjacent to railroad/railway property
- Work does not involve 4(f) properties, Historic Properties, State Wildlife Areas and State Recreational Areas
- Right of way acquisition is required
- Certified Traffic has already been obtained by the District prior to scoping the designer
- Constructability review is not required
- The environmental document will be a Categorical Exclusion Level 1 or 2
- A Design exception is required
- Local Public Agency and County Involvement
- Not located in an MPO area
- No Environmental Site Assessment submittals are required
- No noise analysis is required
- Water or sanitary sewer work is involved
- Project sponsor is participating in funding
- Access Point Request Document is not needed
- Project is not part of Major New, Grade Separation, Major Bridge, or Multi-Lane Programs

The list of “typical” attributes does not supersede the definition of a Minor Project as listed in Section 106.

See the Central Office review matrices for required submittals to Central Office.

- (38) Submit through the Office of Roadway Engineering Services.
- (39) Coordination occurs only on projects with section 4(f) or other projects with issues of interest to the Department of the Interior.
- (40) Submission of Stage 3 and Plan, Specifications, and Estimates Package are only required as outlined under Tier V of the “MOA between ODOT and ODNR for Interagency Coordination for BMPs for Emergency, Minor Maintenance and Exempt Projects on Ohio Scenic Rivers” or unless otherwise agreed upon by the Scenic Rivers Coordinator and District Environmental Coordinator on lower Tier Level projects as outlined in the State Scenic Rivers Memorandum of Agreement.

# Appendix B – Review Matrices

## External Agency Reviews for Minimal Projects

|   | Step 1                          |                         |                          | Step 2                  | Step 3               |   | Step 4               |
|---|---------------------------------|-------------------------|--------------------------|-------------------------|----------------------|---|----------------------|
|   | Federal Oversight Determination | Preliminary Legislation | Design Exception Request | Stage 3 Detailed Design | Final Tracings       | Plan, Specifications, and Estimates Package | Final Legislation    |
| <p>A-# – Required review and approval – Number of Copies</p> <p>C-# – Required review and comment – Number of Copies</p> <p>F-# – Information only – Number of Copies</p> <p>N – Not applicable</p> <p>O – Optional review</p> <p>U – Number of copies for each involved utility company</p> <p>* - Number of copies submitted through Central Office</p> |                                 |                         |                          |                         |                      |   |                      |
| County <sup>(15)</sup>  | N                               | N                       | N                        | A <sup>(2)</sup> -1     | N                    | N   | N                    |
| Federal Aviation Administration (FAA)   | N                               | N                       | N                        | A <sup>(3)</sup> -1     | N                    | N   | N                    |
| Federal Emergency Management Agency (FEMA) – Local Floodplain Coordinator   | N                               | N                       | N                        | A <sup>(4)</sup> -1     | N                    | N   | N                    |
| Federal Highway Administration (FHWA)   | A <sup>(16)</sup> -1            | N                       | A <sup>(17)</sup> -1*    | C <sup>(5)</sup> -1     | F <sup>(5)</sup> -1  | A <sup>(5)</sup> -1                         | N                    |
| Local Public Agencies <sup>(15)</sup>   | N                               | A <sup>(12)</sup> -1    | N                        | N                       | N                    | N   | N                    |
| Ohio Department of Natural Resources (ODNR)-REALM <sup>(14)</sup>   | N                               | N                       | N                        | N                       | A <sup>(6)</sup> -1* | N   | N                    |
| Ohio Department of Natural Resources (ODNR)-Scenic Rivers <sup>(14)</sup>   | N                               | N                       | N                        | A <sup>(6)</sup> -1*    | A <sup>(6)</sup> -1* | N   | N                    |
| Project Sponsor <sup>(1)</sup>  | N                               | A <sup>(12)</sup> -1    | N                        | A-1                     | A-1                  | F-1   | A <sup>(13)</sup> -1 |
| Railroad / Railway Companies  | N                               | N                       | N                        | A <sup>(7)</sup> -1     | F <sup>(8)</sup> -1  | N   | N                    |
| State Historic Preservation Office (SHPO) <sup>(14)</sup>   | N                               | N                       | N                        | A <sup>(11)</sup> -1*   | N                    | N   | N                    |
| Utility Companies <sup>(19)</sup>   | N                               | N                       | N                        | C <sup>(9)</sup> -1     | F <sup>(10)</sup> -1 | N   | N                    |
| Number of Copies Submitted through Central Office to External Agencies for a “Typical Minimal Project” <sup>(18)</sup> :  | --                              | --                      | --                       | --                      | --                   | --  | --                   |
| Number of Copies Submitted Directly to External Agencies for a “Typical Minimal Project” <sup>(18)</sup> :  | --                              | 1                       | --                       | 1+U                     | 1+U                  | 1   | 1                    |

# Appendix B – Review Matrices

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## External Agency Reviews for Minimal Projects

- (1) Recommended Project Sponsor involvement. Actual review submissions should be established during Step 1. ODOT has review and approval responsibilities for all submissions.
- (2) During Stage 3 Detailed Design development, submit local alternate detour routes to the County Engineer. Obtain approval prior to submitting for Stage 3 Detailed Design Review.
- (3) Submit completed FAA Form 7460-1 to the FAA for projects located within 20,000 feet [6.1 kilometers] of a military or public-use airport or heliport. Obtain approval prior to submitting Final Tracings to Central Office.
- (4) During Stage 3 Detailed Design development, submit all encroachments into delineated flood zones to the Local Flood Plain Coordinator. Obtain approval prior to submitting for Stage 3 Detailed Design Review.
- (5) If required by the Federal Oversight Agreement. Submission of other projects is optional.
- (6) Submit plans involving impacts to State Scenic Rivers, State Wildlife Areas, or State Recreational Areas through the Office of Environmental Services.
- (7) Submit plans involving work on or adjacent to railroad/railway property. Coordinate railroad agreements with the Central Office Railroad Coordinator **in the Office of Real Estate**.
- (8) Send copy of final tracings for any project with railroad/railway involvement.
- (9) Send copy of plans to **each involved** utility company to confirm location of underground facilities and to suggest modifications to lessen utility impacts.
- (10) Send copy of the final tracings to **each** involved utility company.
- (11) Submit plans involving work on historic bridges. Submit through the Office of Environmental Services.
- (12) Preliminary legislation is required for work on roads within the jurisdiction of a local public agency or project sponsor.
- (13) Final legislation is required when a project sponsor will be participating in project funding.
- (14) All coordination with this agency shall be submitted through the Office of Environmental Services.
- (15) Additional review submissions may be required if this agency is the Project Sponsor.
- (16) If required by the Federal Oversight Agreement. Submission of other projects is optional. Submit through the Office of Environmental Services.
- (17) Submit Design Exception Requests through the Office of Roadway Engineering Services
- (18) **The numbers listed at the bottom of this matrix do NOT represent the total number of copies needed for review. The total number of copies must address all pertinent reviews/reviewers listed in the Central Office and External Agency Review matrices as well as any additional reviews/reviewers listed in the Scope of Services document (including multiple copies for District review). Every project is unique and the project team must evaluate the project's characteristics and determine the required number of copies immediately prior to submitting for review.**

# Appendix B – Review Matrices

## External Agency Reviews for Minimal Projects

The numbers provided in the matrix are intended to assist in making a preliminary estimate (usually during initial scoping) of the number of copies needed for external agency review. Due to the variability in the number of companies involved, specific numbers for utility company submittals have not been included in the totals.

The numbers listed at the bottom of the matrix do not include all possible reviews, but rather assumes a “typical” Minimal Project that has the following attributes:

- Federal oversight is not required
- Design exception is not needed
- Pavement design does not need to be reviewed by Pavement Selection Committee
- Certified Traffic has already been obtained by the District prior to scoping the designer
- No work on or adjacent to railroad/railway property
- No Local Public Agency and County Involvement
- No work or involvement with historic bridges, State Scenic Rivers, State Wildlife Areas or State Recreational Areas
- No water work or sanitary sewer work is involved
- Project sponsor is participating in funding

The list of “typical” attributes does not supersede the definition of a Minimal Project as listed in Section 106.

See the Central Office review matrices for required submittals to Central Office.

- (19) Provide information to each involved utility company.