**Overview of TRANS 220 Project Plan Process**

* All utilities should review the plans and verify that their facilities are shown correctly on the plans. Notify the design team if facilities are shown incorrectly or are missing.
* The following is a brief overview of the TRANS 220 process:
	+ WisDOT sends TRANS 220 Project Plan to all utilities (includes plan drawings, contact list, work sheet, conflict list, etc).
	+ The utility returns the completed DT1078 form acknowledging receipt of the package to WisDOT within 7 days.
	+ The utility company sends the completed DT2236 Utility Worksheet to WisDOT for review within 60 days. Remember to use stations and offsets. Relocation drawings maybe be provided in addition to the completed DT2236 form, but do not replace the need to complete the worksheet.
	+ WisDOT reviews the plans and informs the utility company of any deficiencies. If there are deficiencies, the utility revises their plan and resubmits it to WisDOT.
	+ WisDOT notifies the utility when the utility Work Plan has been approved.
* The utilities are responsible for coordinating their facilities with each another; see the utility contact list for names and phone numbers. Utilities shall obtain work plans directly from other utilities.
* Municipal utilities wishing to include their utility adjustments in the WisDOT roadway contract should contact the WisDOT Project Manager as soon as possible to coordinate the inclusion of the utility adjustments in the roadway plans.
* Utility conflicts shall be adjusted prior to construction unless noted otherwise. There may be a few utility adjustments that can only be completed during construction, and these adjustments must be clearly stated “to be completed during construction” in the DT2236 Utility Worksheet.