**NOTES:**

1. The Utilities Review Checklist shall be prepared prior to right of way certification.

2. The Checklist must be prepared for every Federal Aid local agency project on which utility relocations are made.

3. A separate Checklist must be prepared for each utility on each project.

4. The utility coordinator must prepare and sign the Checklist if any Federal funds are used to pay for utility relocation. If the local agency uses only local money to relocate utilities, the local assistance coordinator shall prepare and sign the checklist.

5. To complete the Checklist, select the check box for “Yes” or “No.”

6. Use the “Remarks” space to explain situations where “Yes” or “No” answers are not adequate.

|  |  |
| --- | --- |
| Federal‑Aid Project No.: |  |
|  |  |
| Utility Owner: |  |
|  |  |
| Type of Utility Facility: |  |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Have project design plans been sent to the utility owner? | | | | | | | |  | Yes |  | No |
|  | | | | | | | |  |  |  |  |
| 2. Does the agency file contain information on the location (both horizontal and vertical) of all the utility facilities before and after relocation? | | | | | | | |  | Yes |  | No |
|  | | | | | | | |  |  |  |  |
| 3. Has a field review been made to verify: | | | | | | | |  |  |  |  |
|  | | | | | | | |  |  |  |  |
| a. Location of the utility facilities before relocation? | | | | | | | |  | Yes |  | No |
|  | | | | | | | |  |  |  |  |
| b. Location of the utility facilities after relocation? | | | | | | | |  | Yes |  | No |
|  | | | | | | | |  |  |  |  |
| 4. Has the agency given written notice to the owner to relocate the utility facility or to coordinate relocation during construction? | | | | | | | |  | Yes |  | No |
|  | | | | | | | |  |  |  |  |
| DATE NOTICE ISSUED | |  | | | | | |  |  |  |  |
|  | | | | | | | |  |  |  |  |
| DATE RELOCATION MUST BE COMPLETE | | | |  | | | |  |  |  |  |
|  | | | | | | | |  |  |  |  |
| 5. Have the utility owners’ existing property rights, i.e., fee, easement, permit, franchise, etc., been determined? | | | | | | | |  | Yes |  | No |
|  | | | | | | | |  |  |  |  |
| 6. Have necessary replacement easement needs been identified and/or acquired for the utility owner? | | | | | | | |  | Yes |  | No |
|  | | | | | | | |  |  |  |  |
| 7. Has liability for relocation costs been allocated between local agency and/or owner? | | | | | | | |  | Yes |  | No |
| What percent of Liability for each? | | |  | | | | |  |  |  |  |
|  | | | | | | | |  |  |  |  |
| 8. Has a contract (Utility Agreement) been executed between the local agency and owner which spells out who pays for what and how credits for betterment, salvage, and depreciation of utility facilities are to be handled? | | | | | | | |  | Yes |  | No |
| Date executed |  | | | | | | |  |  |  |  |
|  | | | | | | | |  |  |  |  |
| 9. Is the local agency legally obligated to pay the agreed upon shared cost? | | | | | | | |  | Yes |  | No |
|  | | | | | | | |  |  |  |  |
| 10. Have all utilities in conflict with the proposed project been either relocated or has the relocation been provided for in the construction contract special provisions? | | | | | | | |  | Yes |  | No |
|  | | | | | | | |  |  |  |  |
| 11. Are Caltrans and the local agency sharing utility relocation costs? | | | | | | | |  | Yes |  | No |
| What percent each? | | State: |  | |  | LPA: |  |  |  |  |  |
|  | | | | | | | |  |  |  |  |
| 12. Is there a contract in which the relocation cost sharing is spelled out? | | | | | | | |  | Yes |  | No |
| Date executed |  | | | | | | |  |  |  |  |
|  | | | | | | | |  |  |  |  |
| 13. If Positive Location (Potholing) of utility facilities was required, did local agency pay for the costs? | | | | | | | |  | Yes |  | No |

|  |
| --- |
| Remarks: |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Prepared by |  |  | Date |  |
|  | Local Agency Representative (Print Name) |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Title of Local Agency Representative (Print) |  |  |  |
|  |  |  |  |  |
| Signature |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Reviewed by |  |  | Date |  |
|  | Caltrans Local Assistance Coordinator |  |  |  |
|  |  |  |  |  |
| Signature |  |  |  |  |
|  |  |  |  |  |