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HIGHWAY DESIGN MEMORANDUM NO. 05-25

TO: Project Development Branch Managers
Active Consultants

FROM: Tim Layson, P.E., Director *WTL*
Division of Highway Design

Jennifer McCleve, P.E., Utilities and Rail Branch Manager
Division of Right of Way and Utilities

Jennifer
McCleve

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Jennifer McCleve
Date: 2025.12.18
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DATE: December 17, 2025

SUBJECT: Submittal Items Required for Utility Coordination

In support of effective utility coordination and timely project delivery, this memorandum outlines the required submittal documents to utility companies during Phase II of design projects.

Utility companies rely on these files to assess the accuracy of the depiction of their facilities, advise on conflicts, risks, prepare, and design their relocation plans. It is critical that the required documents outlined in this memorandum are provided to ensure utilities have sufficient information for planning and coordination. This memo does not act to restrict file sharing during any phases of the project, but rather to establish a minimum standard during the final design phase of the project development process. We recognize that project development does not always proceed in a uniform manner. Certain projects may involve accelerated timelines or other variables that influence the overall schedule. This memorandum establishes a baseline of minimum required information and is not intended to serve as a comprehensive checklist for submittals to utility companies. The earlier utility conflicts are identified, the better informed our engineering decisions will be throughout the project. The KYTC Project Manager shall make available all design files described in this memorandum to the District Utility Section Supervisor, which formally submits them to affected utility companies—unless utility coordination is handled by a consultant, who then sends the files directly to the utilities.

1. Joint Inspection

At the **Final/Joint Inspection** phase of the project, the following items must be submitted to all utility companies within the project area:

- **Final Inspection PDF Plan Set** – Refer to HD-204.16 of the KYTC Highway Design Guidance Manual for details on Cabinet requirements on Final Inspection Plans.

- **PDF Utility Plan Set** – A PDF plan set containing all Roadway plan sheets included in the Final Inspection PDF Plan Set using the utility pen table to color existing utility graphics.
- **Contact Letter** – Providing a project overview and requesting facility information and feedback from the utility company.

These materials will enable utility companies to perform a preliminary review and begin assessing potential conflicts with existing infrastructure.

2. Right-of-Way Phase

At the **Right-of-Way** phase, more detailed information is necessary for utility relocation planning. The following items must be submitted at the time of right-of-way plan submission:

- **Two Manuscript DGN Files:**

*See following pages for example manuscript DGN files. *

1. An OpenRoads design file (DGN) showing all proposed and existing linework that is a true representation of the model/plan set. This file shall contain the design, drawing, and sheet models representing the project plan set. This manuscript file **shall not** contain any external references. All referenced files to the design model shall be merged within the manuscript DGN before submitting to utility companies.

File Naming: XX_XXXX_XX_Manu_Linework

2. An OpenRoads design file (DGN) with a single design model showing all proposed and existing linework, notes, tables, annotations, and all other data displayed on the plan set. This file shall not contain the drawing and sheet models. This file shall be a true representation of the model/plan set. All notes, tables, annotations, and other data that is typically displayed in the drawing model shall be merged into the design model before submitting to utility companies. This manuscript file **shall not** contain any external references.

File Naming: XX_XXXX_XX_Manu_Notes

Visit KYTC CADD Support YouTube Page for guidance creating the Manuscript DGN Files.

- **Right-of-Way PDF Plan Set** – Refer to HD-1302 of the KYTC Highway Design Guidance Manual for details on Cabinet requirements on right-of-way plans.
- **PDF Utility Plan Set** – A PDF plan set containing all Roadway plan sheets included in the right-of-way PDF plan set using the utility pen table to color existing utility graphics.
- **KMZ File** – Google Earth-compatible file showing all proposed linework that is a true representation of the model/plan set.
- **Standard State Letter** – Providing formal notification of the project, offering a joint utility meeting (if applicable), and requesting utility relocation planning to officially commence.

Right-of-Way Revisions:

When a revision to right-of-way plans is necessary, an updated right-of-way PDF plan set shall be submitted to affected utility companies by the District Utility Section Supervisor.

3. Final Utility Submittal

The Final Utility Submittal establishes a new milestone within the project development process, providing a submittal package to take place after the right-of-way plan submittal, but prior to check print submittal. The deadline for this submittal will be determined by the KYTC Project Manager based on the specific needs and schedule of the project. This deliverable will improve coordination with utility partners, reduce construction-phase conflicts, and enhance the overall efficiency and reliability of project delivery.

This submittal shall consist of the following (PDF):

- Layout sheet
- Right-of-way revision sheet (if required)
- Typical Sections
- Plans and profiles
- Right-of-way strip maps
- Maintenance of traffic sheets
- Coordinate control sheets
- Pipe Drainage Sheets
- Cross Sections
- Lighting Plan Set (If necessary)
- Signal Plan Set (If necessary)
- Structure Plan Set (If necessary)

At the time of submission, the contract plans are approximately 90-95 percent complete. The project manager should make the contract plans available to the PDM and the location engineer. The project manager may elect to hold a meeting to review the Final Utility Submittal package and address any outstanding concerns. The Final Utility Submittal package shall be submitted to all affected utility companies on the project.

Implementation:

For existing projects that are already in the final design phase, the intent is for the KYTC Project Manager to work collaboratively with the consultant to determine the most appropriate method for incorporating and implementing the Final Utility Submittal within the current project workflow.

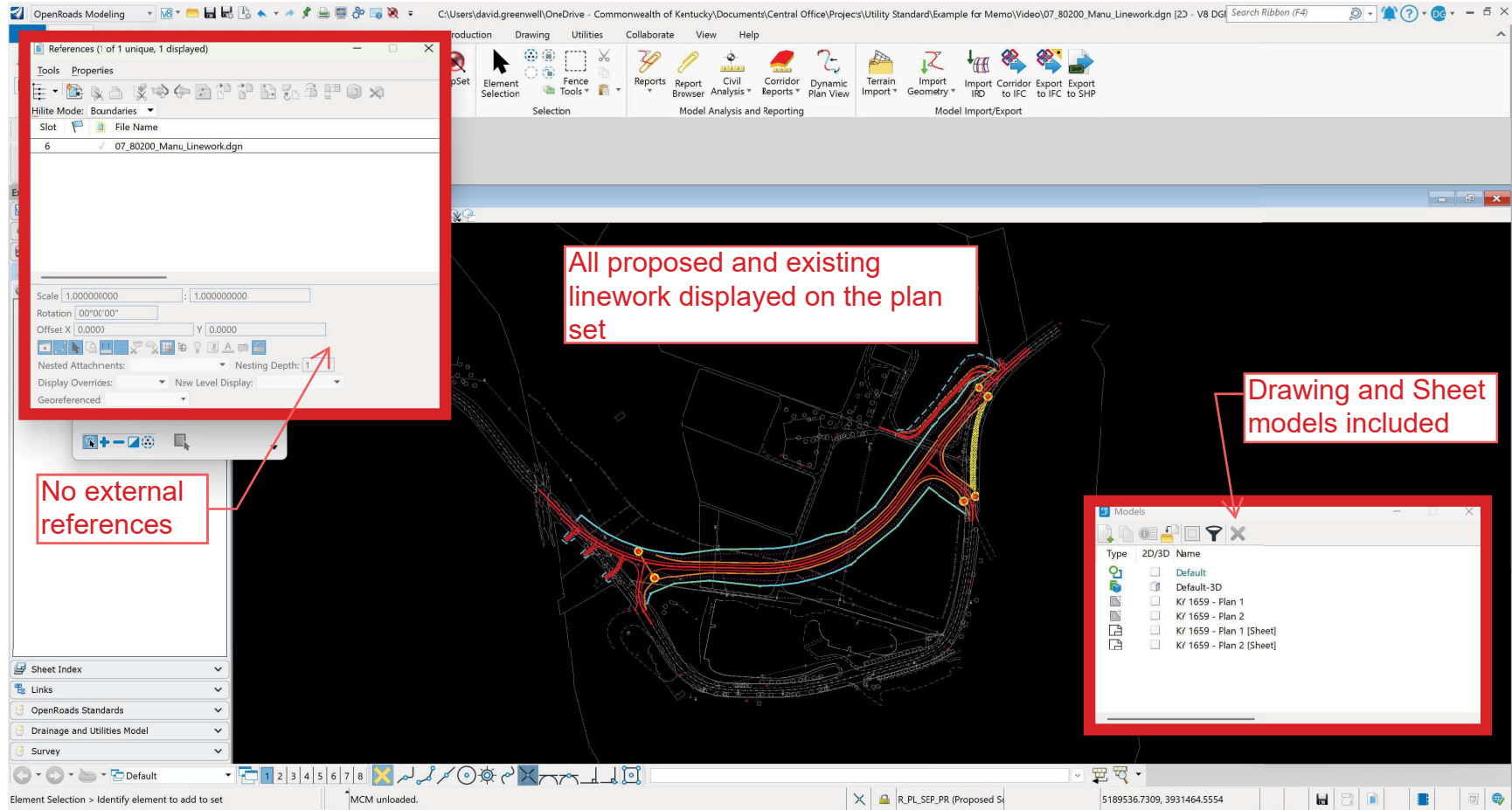
For all future projects, the Final Utility Submittal date shall be clearly documented in the Project Schedule of Kentucky Transportation Cabinet Request for Proposal (RFP).

Notes:

- All files must be transmitted electronically unless otherwise requested by the utility company.

If you have any questions, contact the Division of Highway Design, at 502-564-3280 or the Division of Right of Way & Utilities at 502-564-3210. Thank you for your attention in this matter.

1. Manuscript DGN File



2. Manuscript DGN File

