

# Design Documentation Package Checklist Instructions

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The following pages contain a list of items/documents to include in the Design Decision Package (DDP). A project office should use this list to compile a DDP. The DDP is retained in a permanent retrievable file for a period of 75 years, in accordance with the Washington State Department of Transportation records retention policy.

The number in the Design Manual reference column is a generic reference to a chapter. Searching in this chapter for the word “document” will lead you to the specific reference on what needs to be documented in the DDP. There may be more than one reference to the word “document” in a particular chapter so search the whole chapter.

The column on the right is for notes. Use this column as necessary to leave a note for the reviewer. Not all items will be applicable on all projects. If an item is not applicable, simply state such in the rightmost column.

While this checklist is extensive, it is not all-encompassing. The diversity of the projects that we do may necessitate adding to this list. When doing so, keep in mind the DDP is kept for 75 years and is intended to document and explain the design decisions, design criteria, and design processes that were followed. If an item speaks to this criteria, it can be added to the DDP. If it does not, consider putting it in the Project File.

There are times when it may be beneficial to combine the Design Approval and Project Development Approval. For more information on when and how to combine these products consult Design Manual Section 300.04(1). If a section of the PDA has not been updated or changed from the DA, you may simply reference the DA or include a copy of the section in the PDA.

There is a row titled “Justifications” and a row titled “Approvals”. These rows are intended to capture all of the locations in the Design Manual where the term “justify” or “approval” is used. There are a plethora of such references in the Design Manual and to capture all of them in this DDP Checklist would be extensive. If you encounter such a statement in the section of the Design Manual pertinent to your project, insert the appropriate justification or approval in the DDP. The Basis of Design, Design Parameters Worksheet, Alternatives Comparison Table, and Design Analyses are tools developed to document practical design and can be used to capture a lot of the justifications and approvals noted in the Design Manual.

Should you have any questions regarding the DDP Checklist consult your Region’s Assistant State Design Engineer or Liaison.

If an item in the checklist has an asterisk (\*), include the original approved documents.

**Project Name Here**

Description	DM Ref.	Comments
<b>DESIGN APPROVAL DOCUMENTS</b>		
<b>Stamped Cover Sheet *</b>	300.04(1)	
<b>Design Approval Memorandum</b> Describing the Project	300.04(1)	
<b>Project Vicinity Map</b>	PPM 400.06(4)	
<b>Project Summary Documents</b> Project Definition, Project Change Requests, Environmental Review Summary	300.06(1)	
<b>Basis of Design (BOD) *</b>	300.06(2), 1100.10(1)	
<b>Alternatives Comparison Table</b>	1104.03	
<b>Design Parameter Sheets</b>	1100.10(4)	
<b>Safety Analysis or Crash Analysis Report *</b>	321.04 321.05	
<b>Design Analysis *</b>	300.06(4), 1106.07	
<b>List of Past Design Analyses (deviations)</b> (Contact your ASDE for list)	300.04(1)	
<b>List of Past Maximum Extent Feasible (MEF)</b> (Contact your ASDE for list)	1510.5(2)	
<b>Interchange and/or Intersection Plans</b> See region Channelization Plan Checklist	1360.07 1310.07(2),	
<b>Alignment Plans and Profiles</b> If significantly modified	300.04(1), 1210.06, 1220.06	
<b>Basis of Estimate (BOE) with Cost Estimate</b> Compare to budget	300.06(3)	
<b>PROJECT DEVELOPMENT APPROVAL DOCUMENTS</b>		
<b>Stamped Cover Sheet*</b>	300.04(2)	
<b>Project Development Approval Memorandum</b> Describing the Project	300.04(2)	
<b>Project Vicinity Map</b>	PPM 400.06(4)	
<b>Any Design Approval items listed above that have been revised or added</b>	300.04(1)	
<b>NEPA Approvals</b>	300.02(1), 300.06(1)(b)	
<b>SEPA Approvals</b>	300.02(1), 300.06(1)(b)	

## DDP DOCUMENTS REQUIRED PRIOR TO PDA APPROVAL

Items listed below must be completed before the PDA is signed and can be filed in the PDA or referenced in the PDA and filed with the DDP. There are other items that are required for advertisement that are contained in the Project File.

Description	DM Ref.	Comments
Maximum Extent Feasible (MEF) *	1510.05(1)	
Intersection Control Evaluation (ICE)*	321.05(2), 1300.05(1)	
Signals Permit	1330.02(1)	
Median Crossover Approval	1370.04	
Traffic Analysis	320	
Fencing	560	
Additional Illumination	1040.05	
ITS Systems Engineering Documentation	1050.05	
Roadside Clear Zone inventory	1600.02	
Barrier Length of Need Calculations	1610.03(5)	
Public Art Plan	950.05(1)	
Bridge Vertical Clearance	720.03(5)(c)(1) Exhibit 720-3	
Geological Reports	610.04	
Materials/Surface Reports	610, 620	
Hydraulics Report *	800 & HM	
Railroad Crossing Evaluation Team Findings	1330.045(7)(b) 1350.04	
Railroad Grade Crossing Petitions and WUTC Orders	1350.10	
MUTCD Request for Experimentation	1330.07	
Pedestrian Facilities	1510	
Value Engineering Recommendation Approval Form	310.03(1)	
Justifications/Design Decisions (Subjects range throughout the DM)	Multi	
Approvals (Subjects range throughout the DM)	Multi	

**Abbreviations:**

- Multi = Subjects range throughout the Design Manual
- DM = Design Manual
- EM = Environmental Manual
- HM = Hydraulics Manual
- PPM = Plans Preparation Manual