# LAP PRELIMINARY PHASE SUBMITTAL CHECKLIST
# DISTRICT 4 LOCAL PROGRAMS

Financial Project Id (FM): Date:
Agency:
Project Name:

☐ OFF SHS ☐ ON SHS ☐ CRITICAL PROJECT

| N/A | Requirement | | Notes |
|---|---|---|---|
| **Scope** | | | |
| | ☐ | Project Scope | Project Scope Template |
| | ☐ | Location Map | Location Map Sample |
| **Estimate** | | | |
| | ☐ | Preliminary Engineer's Estimate | • **ALL projects**: Estimate must be in correct format (*Sample Estimate*)<br>• *LAP Manual, Chapter 20.4* |
| | ☐ | Engineer's Estimate Required Signatures | • **REQUIRED Signatures** on bottom right of Engineer's Cost Estimate must be signed and dated for:<br>1) Preparation<br>2) Review<br>3) Approval **(Agency Responsible Charge)** |
| **CEI** | | | |
| | ☐ | In-house | Justification and estimate to be provided at constructability |
| | ☐ | Consultant | |
| **Certification** | | | |
| ☐ | ☐ | LAP Certification Package with construction narrative | Certification Package |
| **Project CD/DVD OR E-Mail** | | | |
| | ☐ | PDF | Electronic Naming Convention |

Necessary for Preliminary Phase Submittal:
- One (1) Hard Copy
- One (1) CD