

**New Jersey Department of Transportation  
CORRECTIVE ACTION NOTICE**

CAN No. 071

**CAPITAL PROGRAM SUPPORT**

**Director: Walt McGrosky**

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**Approved: Walt McGrosky**

**Date: 02/25/08**

**Subject:** Utility Owners Design Authorization ( Check List) - **Revised**

**Bureau(s) Affected:** All Design Consultants, In- House Design / QA Units, Division of Design Services, Division of Project Management, Division of Project Planning and Development.

**Description of Issue(s):** Current Utility Owners Design Authorization Check List dated 9/05 has been revised to include Seasonal Time Frames, Notice Time Needed. The purpose of the "Times" are to initiate the dialog process between the consultant and utility companies to develop a checklist which will identify any critical time frames and create a more accurate construction schedule with minimal or no interruption of service to the public.

**Corrective Action Plan:** Use new Utility Owners Design Authorization Check List dated 12/2007 posted on "Expedition" drive under "PM Utility Templates".

**Implementation: Immediate**