

## APPENDIX A

# Utility Dig Once Application Submission Checklist

Applicant Carrier: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location (Route(s), County(ies)): \_\_\_\_\_

Submission Date: \_\_\_\_\_

1. Permit Application for underground fiber installation within WVDOH R/W in adherence to the Dig Once policy submitted by Applicant Carrier.
  - a. Application (Submitted to WVDOH's respective District and Broadband Enhancement Council)
    - MM109
    - Applicant Carrier's Contact Information (Responsible Employee's Name, Mailing Address, Phone Number, Email Address).
    - Plan View (.pdf, .kmz, or .dgn format), Profile View, Cross Sections (if applicable).
    - Description of Work (including, but not limited to, type and length of work within WVDOH R/W), Location Map, Temporary Traffic Control Plan, Trench Repair Details, Conduit Size and Type, Number of Innerducts, etc.
    - Coordinates of begin and end points for each segment.
    - Inspection Fees and Bond (if applicable).
  - b. Notifications by Applicant Carrier
    - Broadband Enhancement Council and other carriers on record (copies to Council by email)
2. Post announcement submission to District by Applicant Carrier (except where noted)
  - Agreement with other carriers, if applicable
  - Copies/receipts of all Notifications
  - Notarized Dig Once Compliance Affidavit
3. Finalize Application
  - Process WVDOH Agreement
  - Issue Permit
  - Send Copy of Approved Permit to Council
  - Applicant Carrier to inform WVDOH a minimum of 48 hours prior to commencing work