

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 Package (Submitted to WVDOH's respective District and Office of Broadband)
 - MM109 form including 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.
 - Evidence of applicant's coordination with and approval from cultural and natural resource agencies, as applicable.
 - Coordinates of begin and end points for each segment.
 - Inspection Fees and Bonds, as applicable.
 - b. Notifications by Applicant Carrier
 - Office of Broadband 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
 - Written certification of Compliance with Dig Once from the Office of Broadband
3. Finalize Application
 - Issue Permit
 - Send Copy of Approved Permit to Council
 - Applicant Carrier to inform WVDOH a minimum of 48 hours prior to commencing work