



Rhode Island Department of Transportation  
 Division of Highway and Bridge Maintenance  
 360 Lincoln Avenue  
 Warwick, RI 02888

<b>FOR RIDOT USE ONLY</b>		<u>Date Received:</u> _____
Fee Exempt:	_____	
Payment Amount:	_____	
Payment Type:	_____	
Check No.:	_____	
Money Order No.:	_____	
Application Incomplete for Review	_____	Application Accepted for Review _____

## PHYSICAL ALTERATION PERMIT APPLICATION SUBMITTAL CHECKLIST

### Commercial/Multi-Unit Residential

Applicant: \_\_\_\_\_ Engineer: \_\_\_\_\_

Location of Work, Municipality: \_\_\_\_\_

**THIS CHECKLIST MUST BE SUBMITTED WITH THE APPLICATION PACKAGE.**

<u>Designer Mark:</u>		<u>RIDOT Mark:</u>		
Included	N/A	Included	N/A	
<input type="checkbox"/>		<input type="checkbox"/>		<b>Physical Alteration Permit Application (PAPA) form completed with all signatures and dates. Refer to the PAP Application Instructions for more information.</b>
<input type="checkbox"/>		<input type="checkbox"/>		<b>Six (6) stapled and folded copies of the Plans, stamped, signed &amp; dated by a RI Registered Professional Engineer. Refer to Subsection 4.7 of the PAPA Manual and the PAPA Submittal Checklist Instructions for more information.</b>
<input type="checkbox"/>		<input type="checkbox"/>		<b>Two (2) bound copies of all Drainage Calculations and/or a copy of the Drainage Statement, stamped, signed &amp; dated by a RI Registered Professional Engineer. Refer to Subsection 4.7, 4.8 and Section 12 of the PAPA Manual for more information.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Two (2) bound copies of the Traffic Impact Study, stamped, signed &amp; dated by a RI Registered Professional Engineer, with copy of the loop detector easement (if applicable). Refer to Section 14 of the PAPA Manual for more information.</b>
<input type="checkbox"/>		<input type="checkbox"/>		<b>Two (2) copies of the signed coordination letter from the Municipal Engineer or Building Official of the affected municipality (ies). See PAPA Submittal Checklist Instructions for more information.</b>
<input type="checkbox"/>		<input type="checkbox"/>		<b>Two (2) copies of the cost estimate breakdown for all work on or impacting State Highway ROW. See PAPA Submittal Checklist Instructions for more information.</b>
<input type="checkbox"/>		<input type="checkbox"/>		<b>Application Fee(s) or required documents for exemption. See PAPA Submittal Checklist Instructions and Section 5 of the PAPA Manual for more information.</b>