

## REPORT SUBMITTAL CHECKLIST

A completion checklist is being provided to help in the preparation of your report. It is provided for your internal use only, and need not be returned with your report.

Activity	Date Completed	Completed By
Review Inventory Listing for accuracy	2/1/2018	Kelly Moore
Alter Inventory Listing by updating fields as necessary	2/5/2018	
Prepare "System Change Report" by adding new roads, annexations or length changes.	N/A	
Identify on CDOT map, the additions corresponding to entries made on the "System Change Report"	N/A	
Provide Plats/GIS for all new Roads, length changes to existing roads and city limit changes.	N/A	
Complete "HUTF Address Change Form", if applicable	N/A	
Have Signature Sheet signed by the appropriate official(s)	2/14/2018	Kelly Moore
Mail inventory report, system change report, map, plats and signature sheet to CDOT (address below)	Submit electronically 2/14/2018	Kelly Moore

**Keep a copy of all documents, forms, reports, maps, and plats for your records.** The materials that you send to us will not be returned to you, and will only be retained in our files for three years. Please submit your Mileage Certification Report by **February 1, 2018** to:

Attn. Aaron Rhodes  
 Colorado Department of Transportation  
 DTD, Shumate Bldg.  
 4201 East Arkansas Avenue  
 Denver, Colorado 80222