

Submitting ODOT ADA Curb Ramp Inspection Forms for Acceptance

Objective:

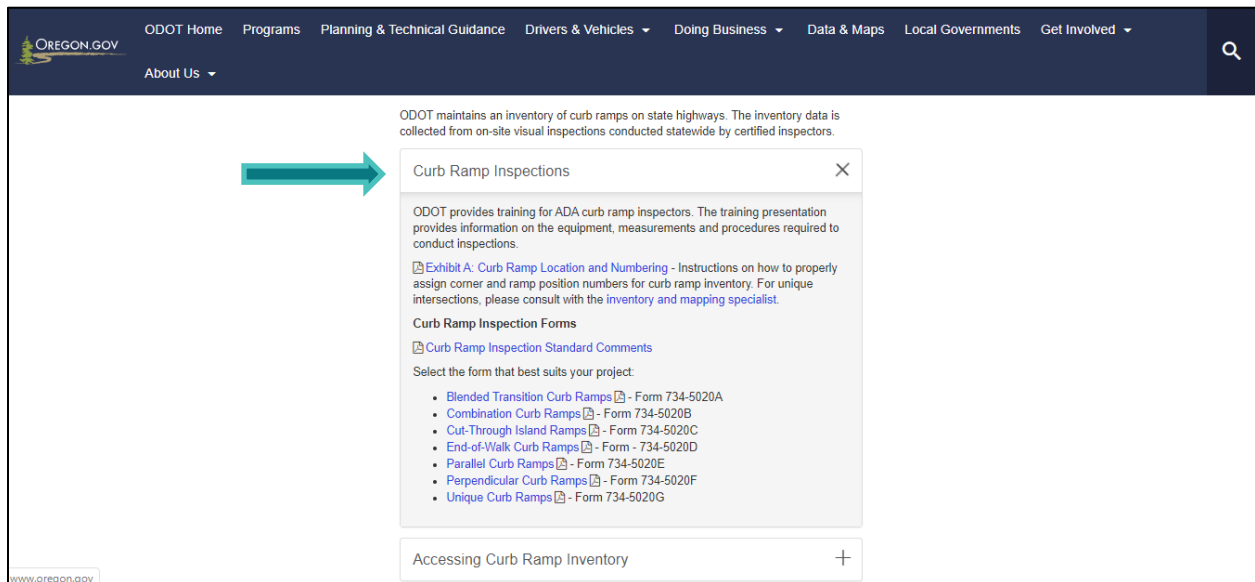
This guide is intended to assist Certified Inspectors with the submittal process for ODOT ADA Curb Ramp Inspection forms. After the final Curb Ramp inspection is complete, their respective form will need to be completed and submitted by a Certified ADA Inspector to the [ODOT Standards Inbox](#) (email). Once the form has been reviewed and accepted, the Curb Ramp will be considered remediated.

If you have any questions about ODOT ADA Curb Ramp Inspection forms, or the process, please contact the [ADA Inventory Team](#) (email).

ADA Curb Ramp Inspection forms

1. Downloading Inspection forms:

ODOT ADA Curb Ramp Inspection forms are located at the bottom of the [Engineering for Accessibility](#) web page under 'Curb Ramp Inspections' tab.



The screenshot shows the ODOT website navigation bar with the following menu items: ODOT Home, Programs, Planning & Technical Guidance, Drivers & Vehicles, Doing Business, Data & Maps, Local Governments, and Get Involved. Below the navigation bar, the 'About Us' dropdown menu is open, and the 'Curb Ramp Inspections' option is highlighted with a green arrow. The main content area displays information about the Curb Ramp Inspections process, including a list of forms to download:

- Blended Transition Curb Ramps - Form 734-5020A
- Combination Curb Ramps - Form 734-5020B
- Cut-Through Island Ramps - Form 734-5020C
- End-of-Walk Curb Ramps - Form 734-5020D
- Parallel Curb Ramps - Form 734-5020E
- Perpendicular Curb Ramps - Form 734-5020F
- Unique Curb Ramps - Form 734-5020G



Once a Curb ramp passes the final inspection, the ODOT ADA Curb Ramp inspection form will need to be submitted to the [ODOT Standards Inbox](#) (email), by using the “submit by E-mail” button on the downloaded PDF form. If the ramp fails its inspection, the form may be retained for projects records.

The PDF will need to be downloaded and filled out with Adobe Acrobat. The form **cannot** be submitted through the PDF reader in a web browser.

NOTE:

- Information that is filled in through the web PDF form **will be lost once it is downloaded.**
- Always use the newest version of the ADA Curb Ramp Inspection form. These forms are subject to regular maintenance and updates. Although the form may appear unchanged, there may be changes to the underlying code.
- There are 7 different Curb Ramp styles and each ramp style has a unique ODOT ADA Curb Ramp Inspection form.
- Make sure your computer system has Adobe Acrobat reader installed.

2. Location information for forms:

ADA Curb Ramp New Construction Inspection Form (Perpendicular) Submit by E-mail

Project Name (Section) _____ Construction Year _____ Contract No. _____ Highway No. _____ MP _____ Cross Street Name _____

Calibration Date _____ (mm/dd/yy)

Ramp Style **PR**

RAMP RUN 1 Pass Fail DE

Running Slope 1 ≤ 8.3% > 8.3%

Length 1

Cross Slope 1 ≤ 2.0% > 2.0%

Detectable Warning (TD, X) (N, ITD, DMG TD)

Lip Height 0" > 0"

Gutter Flow Slope ≤ #1 > #1

Curb Running Slope (w) ≤ #2 > #2

Counter Slope (+/-) ≤ |5.0%| > |5.0%|

DIRECTIONAL CURB Pass Fail DE

Directional Curb Running Slope < 5.0% ≥ 5.0%

Directional Curb Cross Slope ≤ #2 > #2

*2 CRS must be ≤ 5.0% when there is a Directional Curb present, else ≤ 8.3%

*3 Directional Curb Cross Slope pass/fail criteria is the Gutter Flow Slope

TURN SPACE **LANDING** **NONE** Pass Fail DE

Width X ≥ 4.0' < 4.0'

Length Y ≥ 4.0'* < 4.0'*

Back of Ramp Obstruction (Y/N)

Slope X ≤ 2.0% > 2.0%

Slope Y ≤ 2.0% > 2.0%

MISCELLANEOUS Traversable Pass Fail DE

Flare Slope 1 ≤ 10% > 10%

Flare Slope 2 ≤ 10% > 10%

Clear Width (feet) ≥ 4.0' < 4.0'

Intersection Condition Type Slope of Road

Design Ex. Control Number _____

PERPENDICULAR RAMP (PR)

- Pedestrian Access Route (to measure Clear Width)
- Detectable Warning Surface
- Cross Slope (2.0% max.)
- Running Slope (8.3% max.)
- Counter Slope (5.0% max.)
- Taming Space (X & Y) (2.0% max. / 4' x 4' min.)
- * If constrained at back of walk, min. Y length is 5'.
- Gutter Flow Slope (as directed)

See Exhibit A for more intersection styles

Corner Position 1 2 3 4

Ramp Position 1 2 3 4

Physical Condition (G,P)*4 _____

Functional Condition (G,P)*4 _____

CRK Fail DE ICRR Fail DE

DO INLET XING Add

EXP STR Clear

GB FT BT

Comment: _____

Inspector's Signature _____ Date (mm/dd/yy) _____

Print name clearly _____ Certification No. _____

Company/Agency _____ Crew No. (ODOT) _____

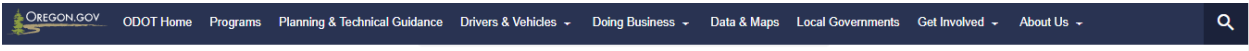
734-5020F (1-2020) Reset Entire Form Keep Intersection, Reset Fields <http://www.oregon.gov/ODOT/HAZ/CONSTRUCTION/Pages/InspectionForms.aspx>

The Plan Set along with [TransGIS¹ \(internal\)](#) or [TransGIS \(external\)](#) will provide the information for the 'location' fields.

It is important to copy and paste the **EXACT** location information from TransGIS to be accepted.³

The [TransGIS](#) link is also located on the [Engineering for Accessibility](#) webpage under 'Accessing Curb Ramp Inventory'.

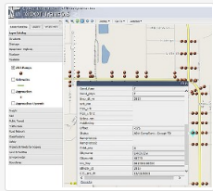
3. Using TransGIS for location information:



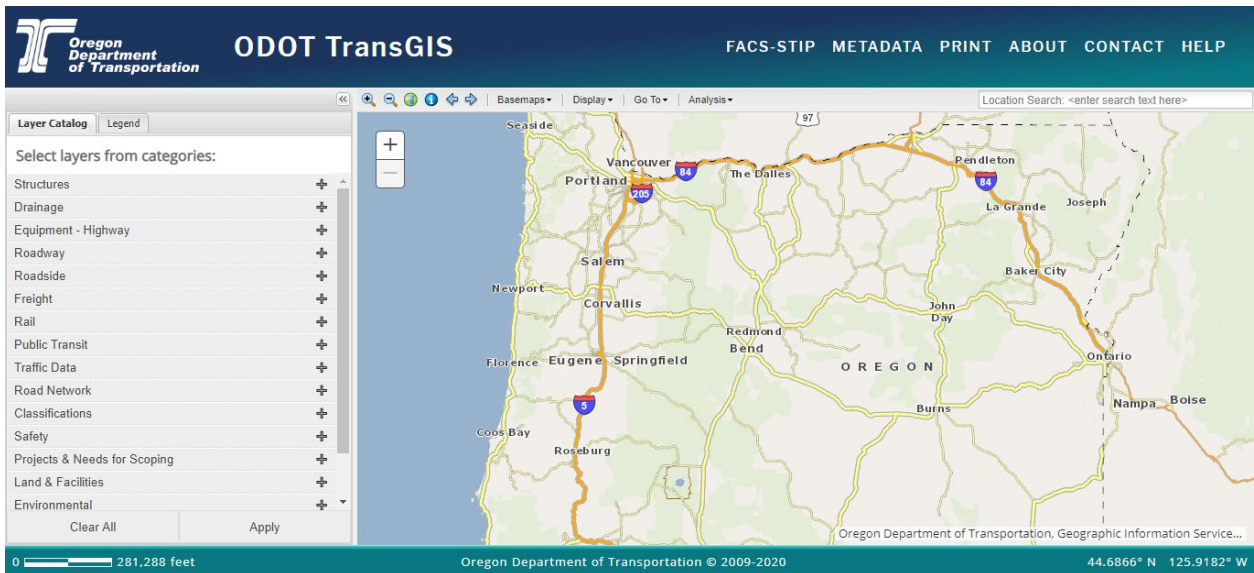
Accessing Curb Ramp Inventory

Inventory information includes the functional and physical condition of a given curb ramp, and if the ramp meets ADA standards.

1. Visit the [TransGIS](#) website.
2. Under the "Layers Catalog" tab, select "Roadside."
3. Select the "ADA Ramps" box.
4. Click "Apply" at the bottom of the "Layers Catalog" window.
5. Zoom into an area of interest by double-clicking the area or using the scroll wheel on your mouse.
6. Click the blue information icon at the top of the window and click on a curb ramp marker.
7. Information about the selected curb ramp will appear in a secondary window.



[Corner locations statewide](#)



ODOT TransGIS

FACS-STIP METADATA PRINT ABOUT CONTACT HELP

Layer Catalog Legend

Select layers from categories:

- Structures
- Drainage
- Equipment - Highway
- Roadway
- Roadside
- Freight
- Rail
- Public Transit
- Traffic Data
- Road Network
- Classifications
- Safety
- Projects & Needs for Scoping
- Land & Facilities
- Environmental

Clear All Apply

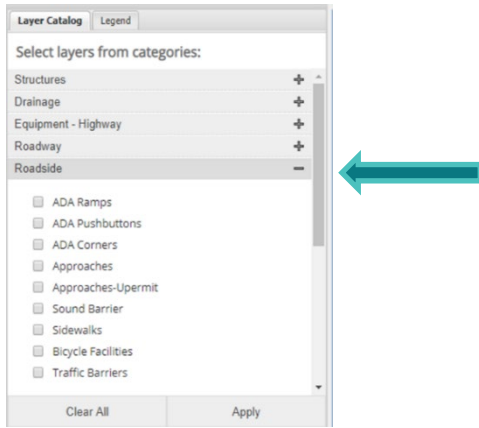
Location Search: <enter search text here>

0 281,288 feet

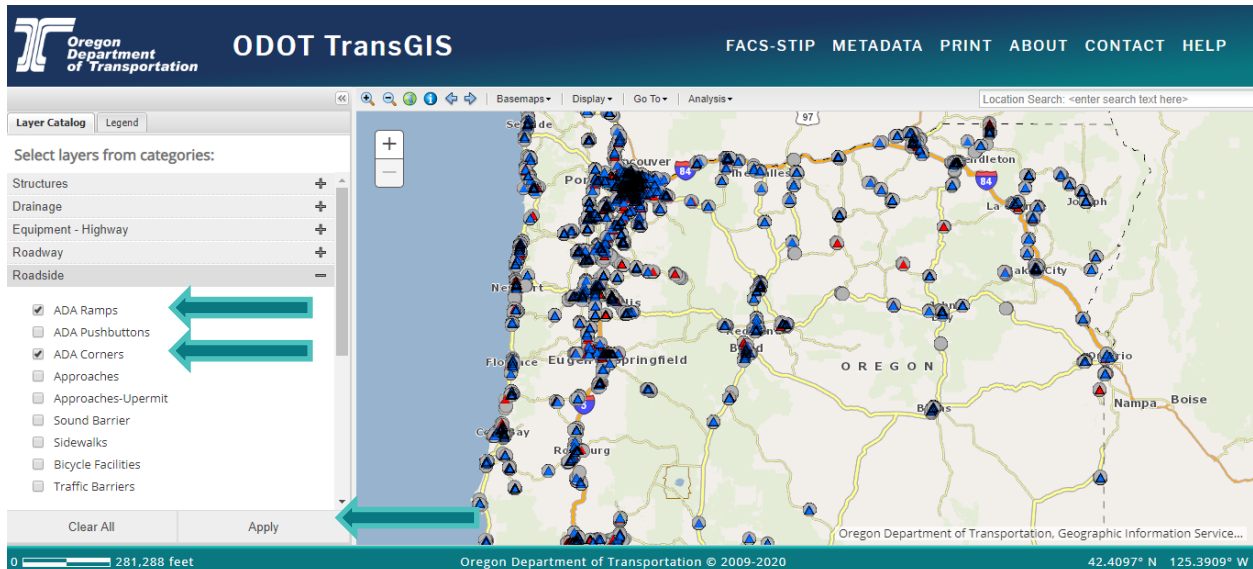
Oregon Department of Transportation © 2009-2020

44.6866° N 125.9182° W

3.1. To access ADA Curb Ramp inventory, expand the 'Roadside' category in the Layer Catalog.

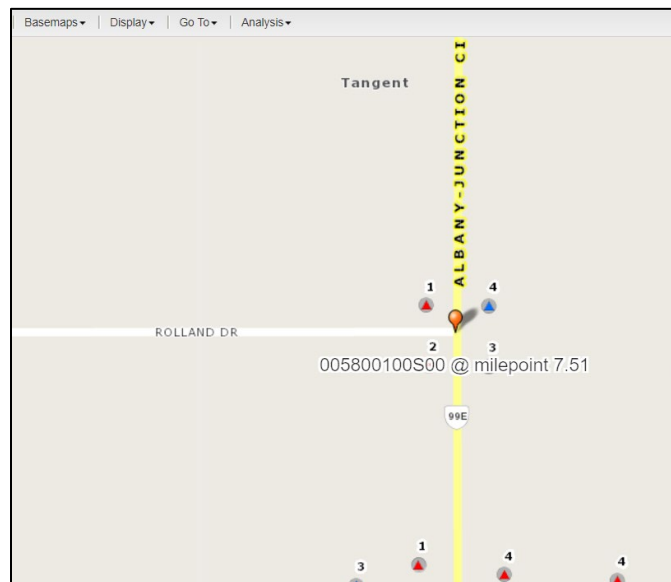
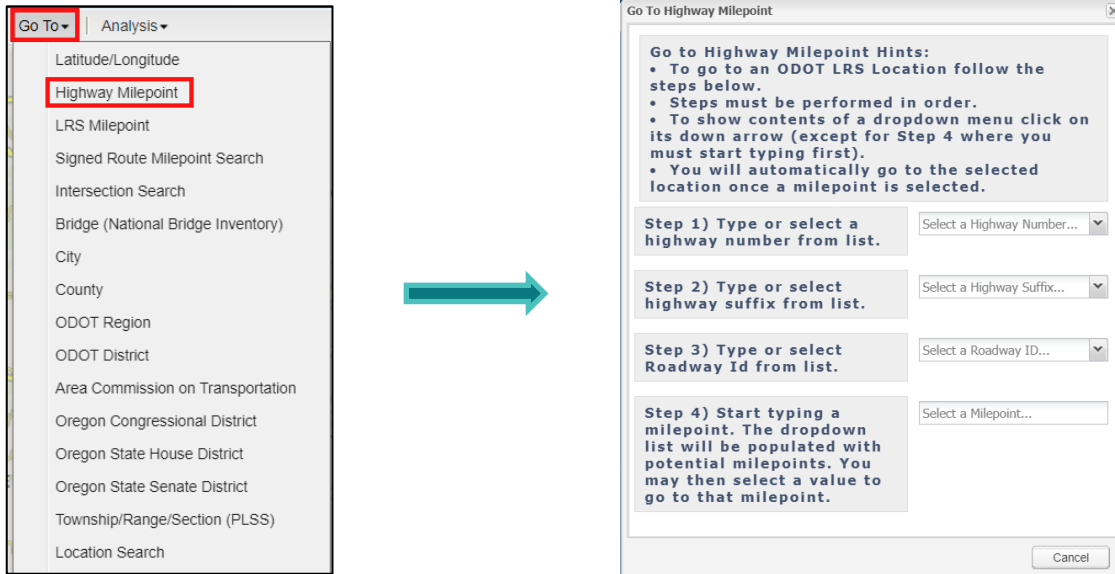


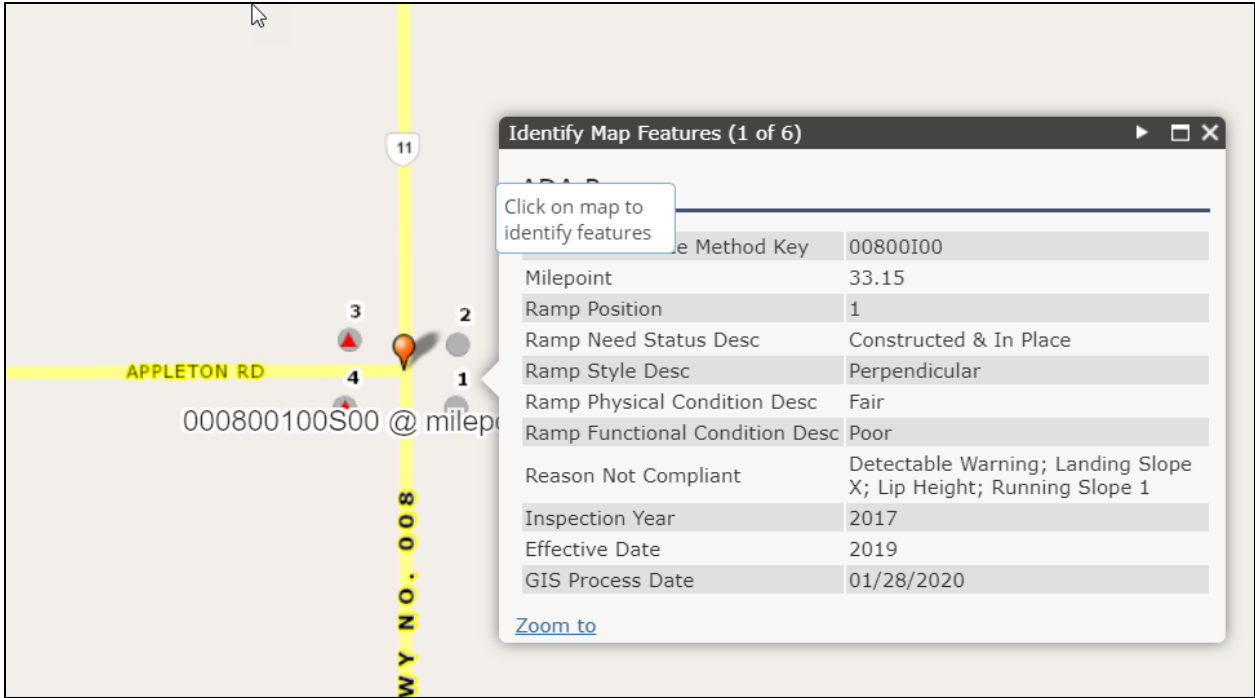
3.2. Select the 'ADA Ramps' and 'ADA Corners' layers. Click 'Apply' to show the layers on the map. The map will populate with ADA Curb Ramp locations currently in the inventory.



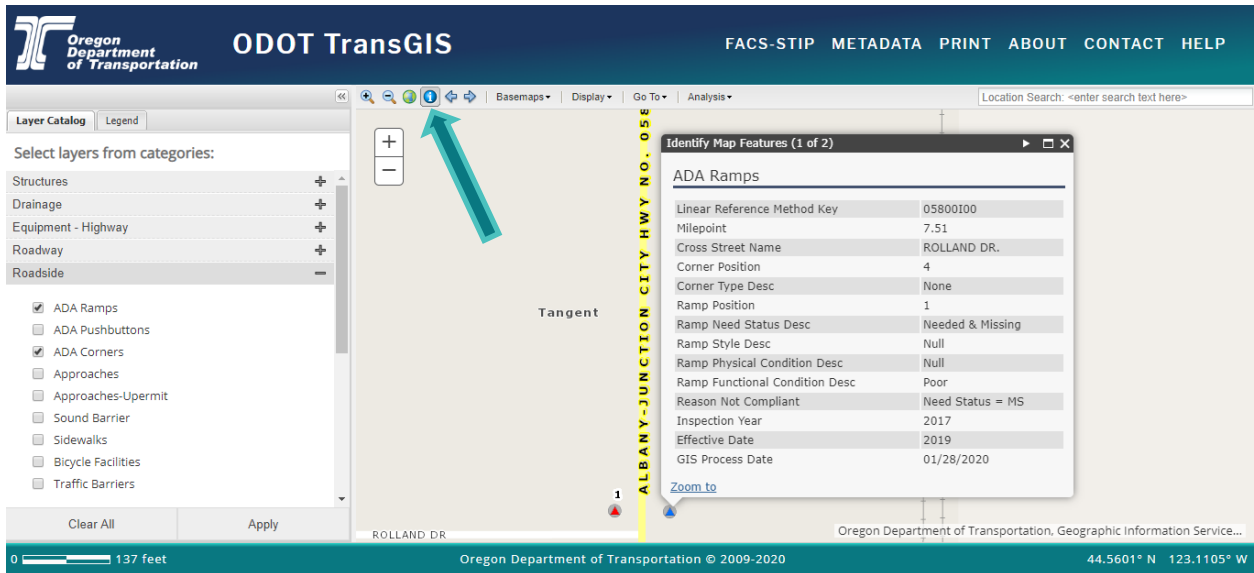
3.3. Locate the ADA Curb Ramp that was remediated from the project plan set.
 Use the 'Go To' tool to quickly identify your location.

Follow the prompts to enter your location information, after you enter the milepoint the screen will automatically adjust to the location placing a pin indicating the parameters that you entered.





3.4. Select the button and click on the asset to display the attributes.



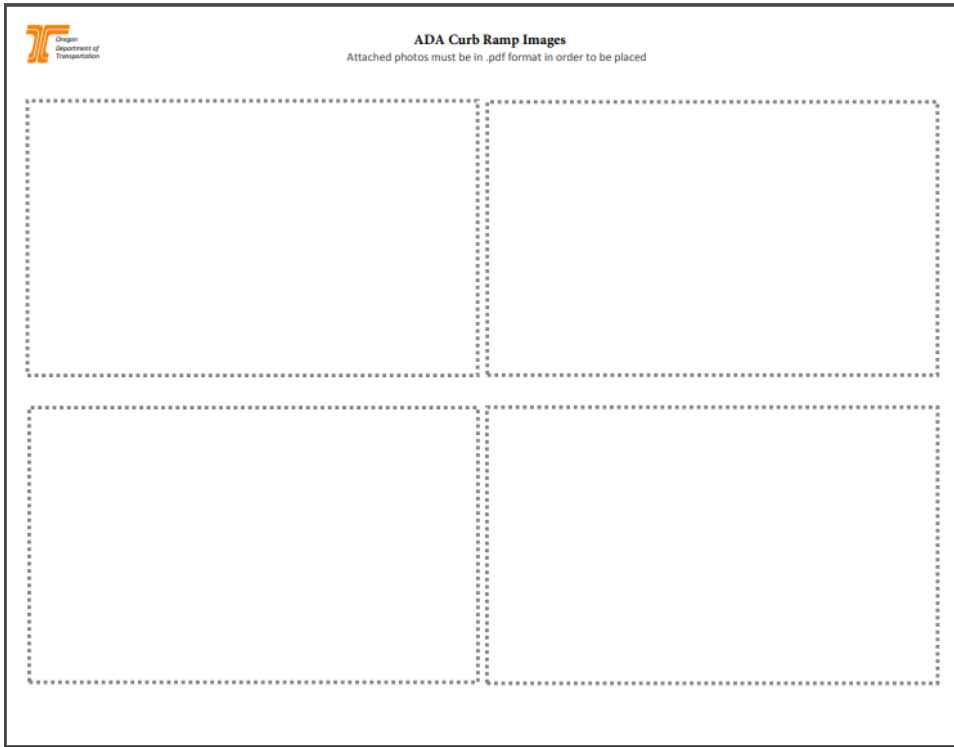
3.5. The information needed on the ODOT ADA Curb Ramp Inspection form is:

- Project Name*
- Construction Year*
- Contract Number*
- Linear Reference Method Key (LRM)/Highway No.
- Milepoint
- Cross Street Name: **Copy and Paste this EXACTLY as it reads in TransGIS**
- Corner Position
- Ramp Position

*Information not found in TransGIS

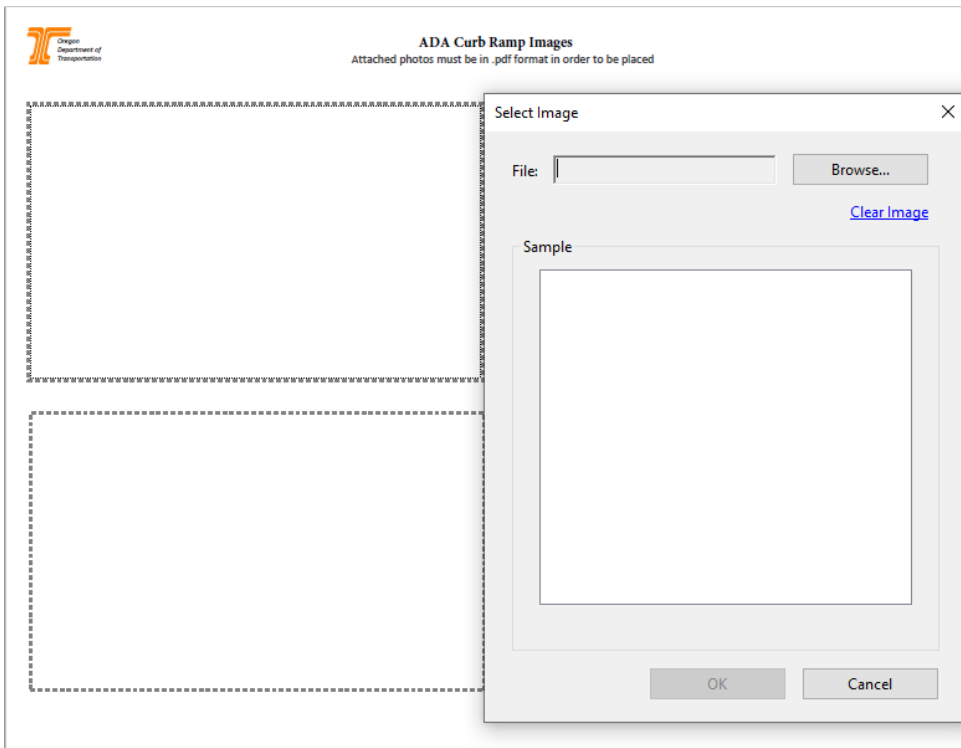
3.6. Complete the final inspection and populate the rest of the form until all information has been entered.² If all required fields have been entered, the 'Functional Condition' will auto populate, as seen below.

3.7. Attach pictures (at least 1) on the back of the form; click in a blank space and select the photo to be entered.



ADA Curb Ramp Images
Attached photos must be in .pdf format in order to be placed

The form contains four large rectangular areas defined by dashed lines, arranged in a 2x2 grid, intended for users to place photos of ADA curb ramps.



ADA Curb Ramp Images
Attached photos must be in .pdf format in order to be placed

The form is shown with a 'Select Image' dialog box overlaid on the right side. The dialog box includes a 'File:' input field, a 'Browse...' button, a 'Clear Image' link, a 'Sample' image placeholder, and 'OK' and 'Cancel' buttons at the bottom.

4. QA Checklist:

Check the form for incorrect/missing information³

- Project Name
- Contract Number
- Location Information
- Cross Street
- Corner Position
- Ramp Position
- All slopes are passing values
- All dimensions are passing values
- Functional Condition is GOOD
- Calibration and inspection date match
- Comments are entered using [Standard Comments](#)
- Inspector name and certification number is entered

5. Save and Submit:

- 5.1. Save a copy of the completed form for project records in Doc Express and any other project document location for the project.

NOTE:

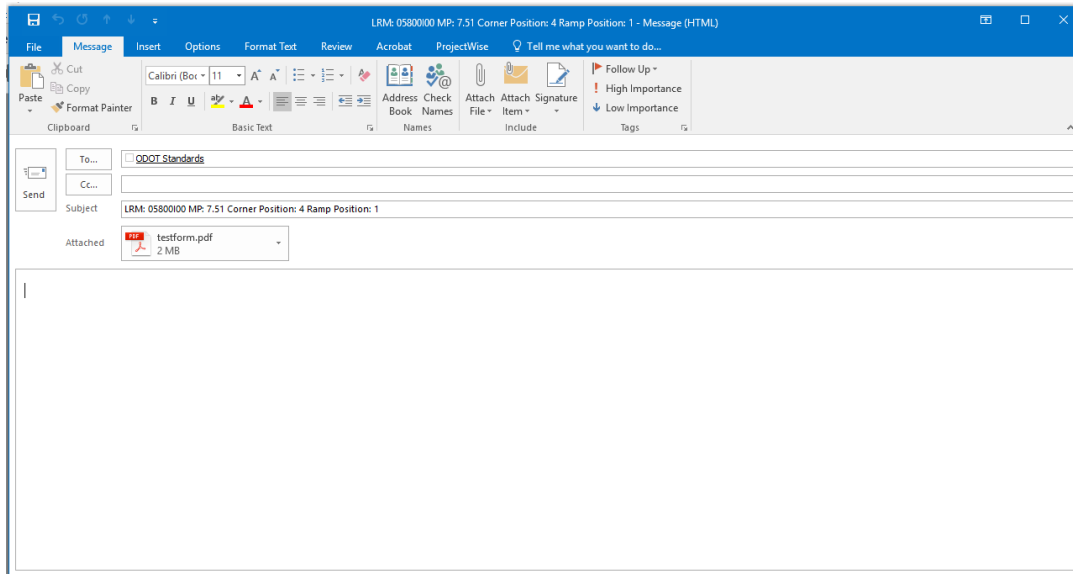
- Forms that are sent to the [ODOT Standards Inbox](#) **CANNOT** be a flattened version. In order for data to be extracted from the form, it **must remain in its 'smart' form.**
Flattened forms will not be accepted.

5.2. After you have QA'd the form and are ready to submit, use the **Submit by E-mail** button located in the upper right corner of the form.



The screenshot shows the top portion of the 'ADA Curb Ramp New Construction Inspection Form (Perpetual)'. The form includes fields for PROJECT NAME, Year (2020), Construction Contract No. (C12345), Highway No. (0580010), MP (7.51), and Cross Street Name (ROLLAND DR.). A 'Calibration Date' field is set to 03/27/20. A red button labeled 'Submit by E-mail' is circled in red in the upper right corner, with a red arrow pointing to it from the text above.

An email will be generated with the [ODOT Standards Inbox](#) (email) already populated. It will also automatically attach the Inspection form.

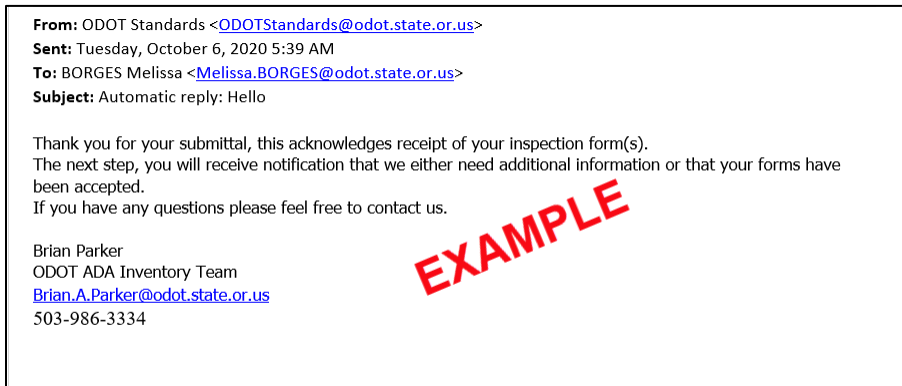


5.3 In the populated email, please include the following:³

1. If this is the first time an ADA Curb Ramp or ADA Push Button form is being submitted for the project, **attach the contract plans**.
2. Attach completed ADA Curb Ramp Inspection form with embedded pictures. (confirm it has attached to the form)
3. Design exception(s) associated with the ramp, if applicable.
4. Crosswalk closure approval documentation for that intersection, if applicable.
5. Pictures of the crossing closure treatment used on both sides of the highway, if applicable.

6. Confirming Submission:

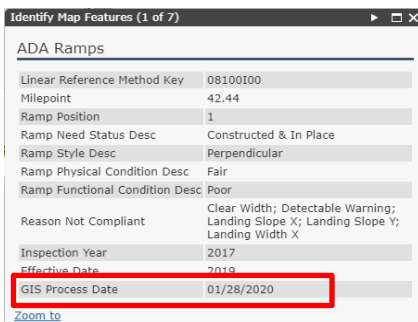
Once your email has been received by the ODOT standards Inbox, you will receive a confirmation receipt. The confirmation receipt will only occur for the first daily submittal. Once forms have been reviewed, you will receive a notification if the form has been accepted or if there is additional information required.



***Submit all plans involving ADA work to Maps and Plans for a “V” number to retain an electronic copy for ODOT Records Retention.**

General NOTES:

¹ TransGIS is a snapshot in time, data is typically updated twice a year. Check the ‘GIS Process Date’ for when the last update was ran.



² Calibration date and inspection date are required to be the same for acceptance.

³ ODOT ADA Curb Ramp forms with missing/incorrect information will be rejected and QA will not commence until all completed forms are submitted and accepted for the project.