



July 22, 2025

TO: WSDOT Project Development Engineers

FROM: Mark Gaines, State Design Engineer *mg*
Development Division Director

SUBJECT: Design Bulletin #25-02 – Plan for Approval Checklist

Purpose

To update the statewide Plan for Approval (PFA) checklist.

Background

A statewide PFA checklist is currently available, however most WSDOT regions have their own version which is typically more detailed and unique to the region. Having multiple versions of checklists, with varying expectations, poses challenges as staff and consultants are unsure of the PFA requirements when working in multiple regions across the state. Although this process has been in place for years it is necessary to update the PFA Checklist for the purpose of having a consistent and comprehensive statewide checklist to be used in all WSDOT regions. A statewide team, with representation from all regions and HQ, was assembled to establish the new PFA checklist that has been agreed to represent those value added items that are essential to meet the purpose and intent of a PFA.

Direction

Upon publication of this Design Bulletin, it is intended that new PFAs be developed using this updated checklist. See the “Plan For Approval Checklist, Version 2.0” on the [Design guidance & support](#) website.

Questions

For questions or information on how to implement this Design Bulletin, contact your Assistant State Design Engineer or Liaison.

MG:rvr

cc: WSDOT Regional Administrators
WSDOT Region ARAs
Assistant State Construction Engineers
Assistant State Design Engineers

To WSDOT PDE's
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Omar Jepperson - SR 520 and AWV Program Administrator
Frank Green - IBR WA Assistant Program Administrator
John H White - Puget Sound Gateway Program Administrator
Lisa Hodgson - I-405/SR 167 Program Administrator
Steve Nevey – Assistant Secretary WSF
Tim Rydholm - Deputy Director, Capital Program Development &
Management Division
Jay Drye – Director of Highways and Local Programs