



BP PIPELINES

DESIGN PLAN SUBMITTAL GUIDELINES

Page 1 of 5

1. Contact BP's local Field Representative to arrange an onsite meeting with your surveyor to determine the location and depth (locates) of BP's pipeline(s) within the scope of, or in close proximity, to your project. The location and depth of BP's pipeline(s) must be incorporated into your design plans. The contact information for BP's local Field Representative will be provided by the Right-of-Way Agent assigned to assist you with your request.
2. BP's local Field Representative will consider site conditions, the pipeline(s) location and other factors to determine the number of, and distance between the individual locates, at a minimum:
 - a. The pipeline(s) shall be located at each proposed road, or utility crossing, drainage channel or ditch, areas of proposed grade change within the pipeline right-of-way and proposed equipment crossing locations.
 - b. Additional location data may be required as your design plans are reviewed or revised. The same procedures apply to all subsequent locate requests.
3. Using the location data, accurately depict BP's pipeline(s) on your design plans. The following information should also be included on your plans even if there are no temporary or permanent structures proposed in the pipeline right-of-way:
 - a. BP's pipeline(s) shall be indicated on all applicable plan sheets by pipe diameter and labeled, "BP High Pressure Petroleum Pipeline".
 - b. Indicate the proposed location(s) where construction equipment will cross the pipeline and the method of preventing crossing for the remaining pipeline right-of-way within the project limits.
4. Proposed improvements that involve grade changes, new structures or changes to any existing structures in, on, under, over, above or along BP's right-of-way require a separate plan and profile drawing of BP's pipeline(s) clearly indicating the existing and the proposed conditions and:
 - a. Include sub-grade detail indicating all materials and the thickness of each layer/course.
 - b. Indicate the amount of existing cover that will be removed from the pipeline(s). Note: Method and specific equipment list must be included.
 - c. Indicate the amount of cover that will be added over the pipeline(s) and right of way. Note: Method and specific equipment list must be included.
 - d. Indicate the location and distance of any stock/soil piles to BP's pipeline(s).



BP PIPELINES

DESIGN PLAN SUBMITTAL GUIDELINES

Page 2 of 5

- e. Show the clearances between BP's pipeline(s) and any existing and new buried or overhead utilities that cross the pipeline right-of-way.
 - f. Show the clearances between BP's pipeline(s) and each proposed substructure.
 - g. Utilities to be installed via boring, drilling, or tunneling require procedure details included on your design plans. Note: "Blind" boring is not permitted.
 - h. Indicate any areas of disturbance or other work that will require BP's pipeline(s) to be exposed in order to perform your work.
 - i. Any additional requests required by BP Engineering to complete assessment.
5. If the existing drainage pattern within the project scope will be impacted or altered in any way, submit a drainage plan that specifically identifies new flow paths and all inlet/outfall/collection points.
 6. Redline all BP facilities on submitted drawings or include all page numbers where BP facilities appear on submitted drawings on 'Design Plans Submission Checklist.
 7. Include/incorporate 'BP's Right-of-Way Use Requirements' as a part of your final design plans. The Requirements will be provided to you by BP's Engineering and Right of Way group after review of your pre-final plans. Include BP on the Utilities List and include BP's Field Representative's name and phone number on the plans.

Complete the following 'Design Plans Submission Checklist' and 'Equipment Inventory List' and include both with your design plans submittal. Mail two full sized sets of design plans to;

**BP Pipelines (North America) Inc.
ROW Department - Suite 10 S
30 South Wacker Drive
Chicago, IL 60606**

Or a digital copy to the Right-of-Way Agent assigned to your request.



BP PIPELINES

DESIGN PLAN SUBMITTAL GUIDELINES

Page 3 of 5

Design Plans Submission Checklist

Yellow shaded information required when submitting plans for initial Engineering review.

Project Name	
--------------	--

PROPERTY OWNER'S INFORMATION	
Property – Legal Owner / Entity	
Property Address or Legal Description	
Owner Contact Name	
Contact Address	
Phone Number(s) <i>office / cell</i>	
Contact Email	

DESIGN ENGINEERING COMPANY INFORMATION	
Design Engineering Company	
Address	
Design Engineer's Name	
Phone Number(s) <i>office / cell</i>	
Design Engineer's Email	

DEVELOPER'S INFORMATION	
Developer's Legal Name	
Address	
Phone Number(s) <i>office / cell</i>	
Project Manager's Name	
Phone Number(s) <i>office / cell</i>	

PROJECT LOCATION				
County	State	Section(s)	Township	Range

PROJECT TIME LINE	
Anticipated Bid Date:	
Anticipated Construction Start Date:	



BP PIPELINES

DESIGN PLAN SUBMITTAL GUIDELINES

Page 4 of 5

THE ABOVE REFERENCED PROJECT INVOLVES THE FOLLOWING WHICH MAY IMPACT BP'S RIGHT-OF-WAY OR FACILITIES:

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Cover, grading, elevation or drainage pattern changes
<input type="checkbox"/>	Aboveground or underground structures (including fences)
<input type="checkbox"/>	Landscaping within 25 feet of the centerline of BP's pipeline(s)
<input type="checkbox"/>	Road, driveway, sidewalk, bike path, or parking areas
<input type="checkbox"/>	Underground or overhead utility crossings
<input type="checkbox"/>	Fiber-optic, communications or street/traffic control lights
<input type="checkbox"/>	Farming and agricultural related facilities
<input type="checkbox"/>	Temporary access roads or construction equipment crossings
<input type="checkbox"/>	Boring, drilling or tunneling
<input type="checkbox"/>	Blasting, seismic vibration or construction induced vibration
<input type="checkbox"/>	Exposure of BP's pipeline(s)
<input type="checkbox"/>	BP facilities redlined on included drawings
<input type="checkbox"/>	Page list for BP facilities on included drawings (any omission will delay assessment)
<input type="checkbox"/>	Other – explain below

OTHER	
-------	--



BP PIPELINES

DESIGN PLAN SUBMITTAL GUIDELINES

Page 5 of 5

EQUIPMENT INVENTORY LIST

MAKE	MODEL	NO. of AXLES	TRACK Width x Length of track on ground	FULLY LOADED WEIGHT

Signed: _____

Name: _____
Please Print

Title: _____

Email Address: _____