



## Project submittal checklist

To ensure your project is processed quickly and efficiently, use this checklist to submit needed information.

### Project identification

- Project ID number (if it has one)
- Plan description (include locations by street intersections or roads impacted)
- Municipality name (town, village, city doing the work)
- County name in which the work will be performed
- Approximate or anticipated project start date (include year)

### Type of work to be performed

- Resurface only
- Chip seal only
- Reconstruction only
- Both reconstruction and resurface or chip seal, or any combination
- Other (please explain)

### Steps after submittal

- Within seven days, we will send a map of your project area in PDF file format. If you prefer a CAD file, state this preference in the initial submission.
- We will contact you, if needed, about any project conflicts.
- Continue to communicate with us about your project(s) at:  
[we-utility-relocations@we-energies.com](mailto:we-utility-relocations@we-energies.com)