

# Curb Ramp Post Construction Report Instructions

## General

1. The report **must be filled out using Survey 123**. The app interface can be accessed via the QR code below. It is required to have the Survey123 app on your device in order to open the QR code. If the device was used for Curb Ramp Post Construction reporting in previous years, delete any existing copies of the Survey123 app and then re-install the app for use in 2024. Be sure to take a snapshot of the QR code on a computer screen before going out to do field data collection or print out this form to take into the field with you.



2. The passcode to access the form is “2024ADA”
3. These reports are to be completed for any curb ramp installed or updated on the **state trunk network** – state highways and connecting highways. This includes permit work that installs/updates curb ramps. Reports should also be submitted for existing compliant ramps that will remain in place.
4. If a Local Program project intersects with the state trunk network, then a report is to be completed for the curb ramps at the intersection with the state highway(s). See Figure 1 on the Survey123 form.
5. The report is to be filled out and submitted as soon as possible after a curb ramp has been constructed. All reports for curb ramps constructed this season must be submitted *no later than December 31, 2024*. If there are issues meeting this deadline, please contact the proper WisDOT regional reviewer (contact information at bottom of the document).
6. Incomplete reports will not be allowed and result in notification to the Construction Project Manager for correction and resubmission.

## Data Collection and Reporting

1. Curb Ramp Locations: Stand on the center of the individual curb ramp location and the Survey123 app will accurately calculate coordinates.
2. When using the Copy function to create a new point with preexisting attributes from another ramp, be sure to update your location as the Copy function will keep the location of the original point.
3. Attributes: Fill in all fields, do not leave them blank. **Data fields with measurements must have numeric values.**

4. For certain special cases, use the following abbreviations as necessary in the street/highway field names:

Mid-block crossing- *distance* (east, west, north or south) of *side street* (i.e. "350 ft east of Pine St")

Highway entrance-exit ramps- Use main highway number for STH/USH number. Put local street name with ramp position: northbound, southbound, etc. in the Intersecting Street field (i.e. "Johnson St NB Ramp")

5. Please provide a short description of the orientation of the curb ramp within an intersection. This is particularly important for complex intersection types. Any information you provide will help WisDOT staff verify the ramps.
6. If the ramp was just installed or updated, select "This is a newly constructed or updated ramp." If the ramp is an existing compliant ramp identified during scoping or other surveying, select "This is an existing compliant ramp."
7. See the sample curb ramp photo on the Survey 123 form. Photos of curb ramps that do not follow this format or those with ramps obscured by snow or other materials will not be accepted.

**For questions, please contact:**

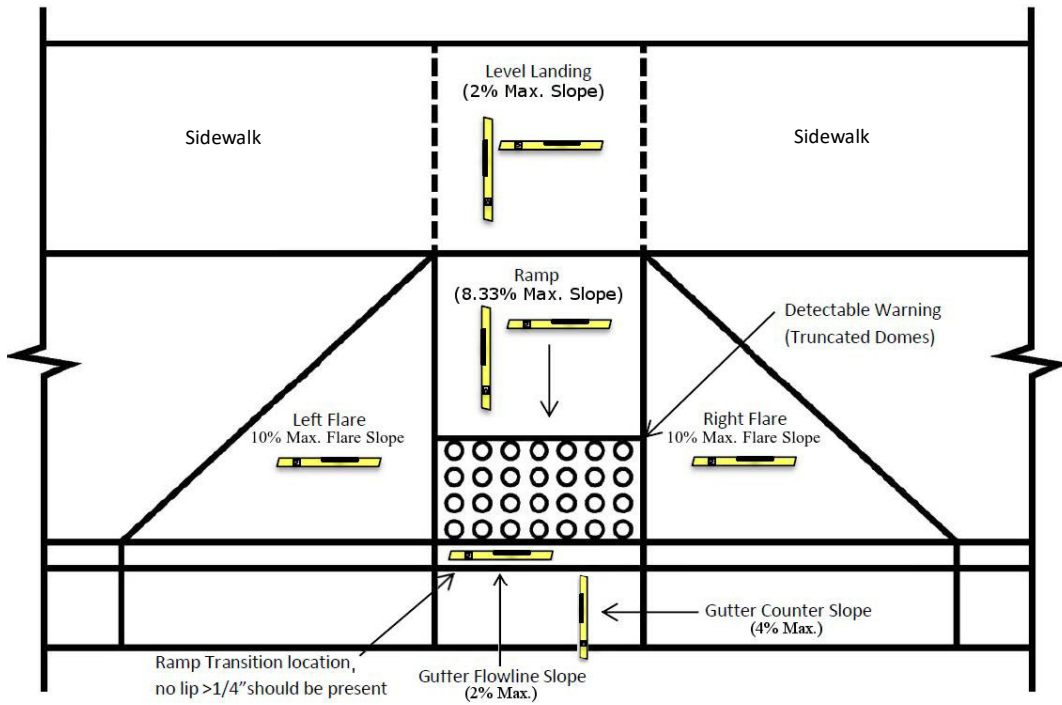
North Central Region	Dave Meurett, <a href="mailto:David.Meurett@dot.wi.gov">David.Meurett@dot.wi.gov</a>
Northeast Region	Lori Debaere, <a href="mailto:Laura.Debaere@dot.wi.gov">Laura.Debaere@dot.wi.gov</a>
Northwest Region	Jeff Abboud, <a href="mailto:jeffry.abboud@dot.wi.gov">jeffry.abboud@dot.wi.gov</a>
Southeast Region	Andrew Levy, <a href="mailto:Andrew.Levy@dot.wi.gov">Andrew.Levy@dot.wi.gov</a>
Southwest Region	Michelle Brokaw, <a href="mailto:michelle.brokaw@dot.wi.gov">michelle.brokaw@dot.wi.gov</a>

(Transportation Region offices [map](#))

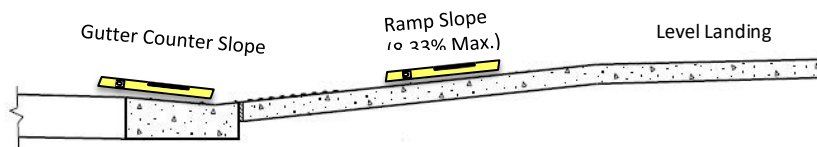
Curb Ramp Data Collection Mailbox (Monitored by Central Office Staff):  
[DOTCurbRampDataCollection@dot.wi.gov](mailto:DOTCurbRampDataCollection@dot.wi.gov)



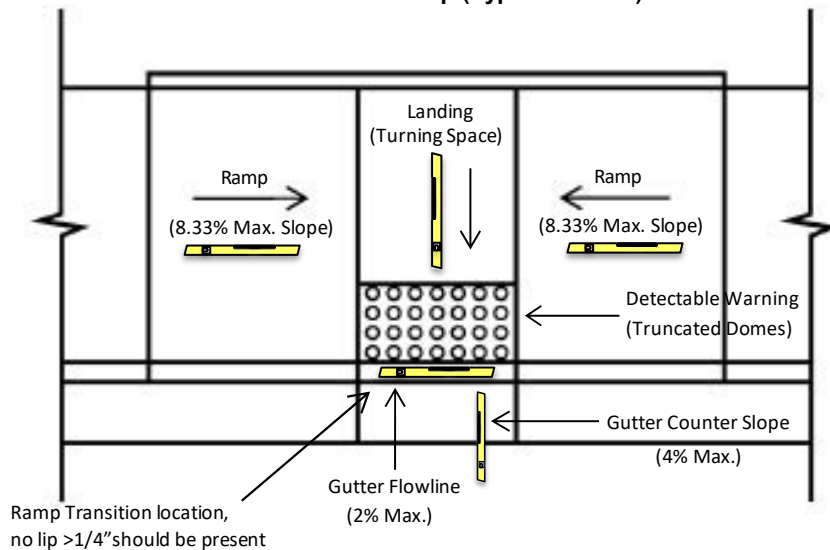
**Perpendicular Curb Ramp (Types 2 & 3)**



**Rollover (gutter counter slope + ramp slope ≤ 11%)**

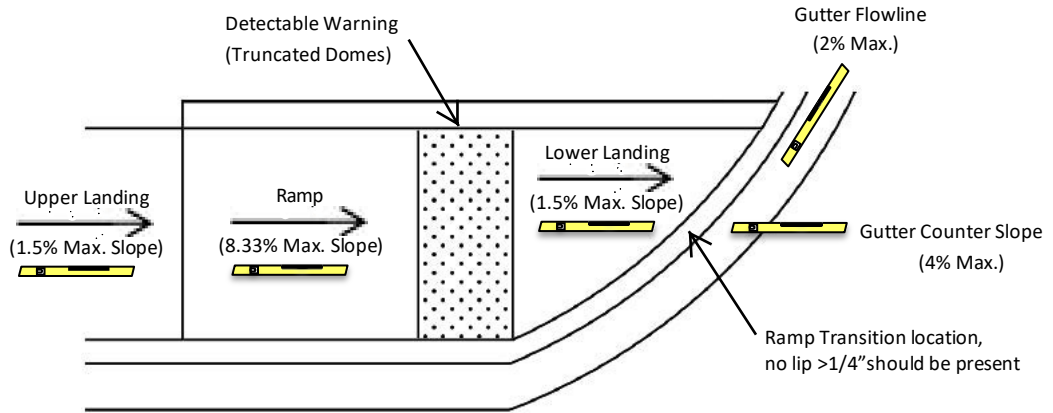


**Parallel Curb Ramp (Types 7A & 7B)**



### Directional Curb Ramp (Types 4A & 4B)

(Non-terraced version shown)



### Island Curb Ramp (Type 6)

