2025 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 2025.*** 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 "2025CURBRAMP" (case-sensitive).

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. Reports for curb ramps off the state trunk network are to be submitted via the Curb Ramp Compliance Form for Local Program Projects, found on the WisDOT Statewide forms web page.

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, 2025***. 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 will 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 when identifying highways and streets:

    - Refer to a mid-block crossing as follows: *distance* (east, west, north or south) of *side street* (e.g. "350 ft east of Pine St")
    - For highway entrance and exit ramps- Use the main highway number for STH/USH number. Put the intersecting street name with ramp position: northbound (NB), southbound (SB), etc. in the "Nearest Intersecting Highway/Road" field (e.g. "Johnson St NB Ramp)

5. Remember to provide short description of the location of the curb ramp within an intersection in the "Please provide a short description of where the curb ramp is located in the intersection" field. This is particularly important for complex intersection types. Any information you provide will help WisDOT staff review the inspection report.

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:

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Northeast Region	Lori Debaere, Laura.Debaere@dot.wi.gov
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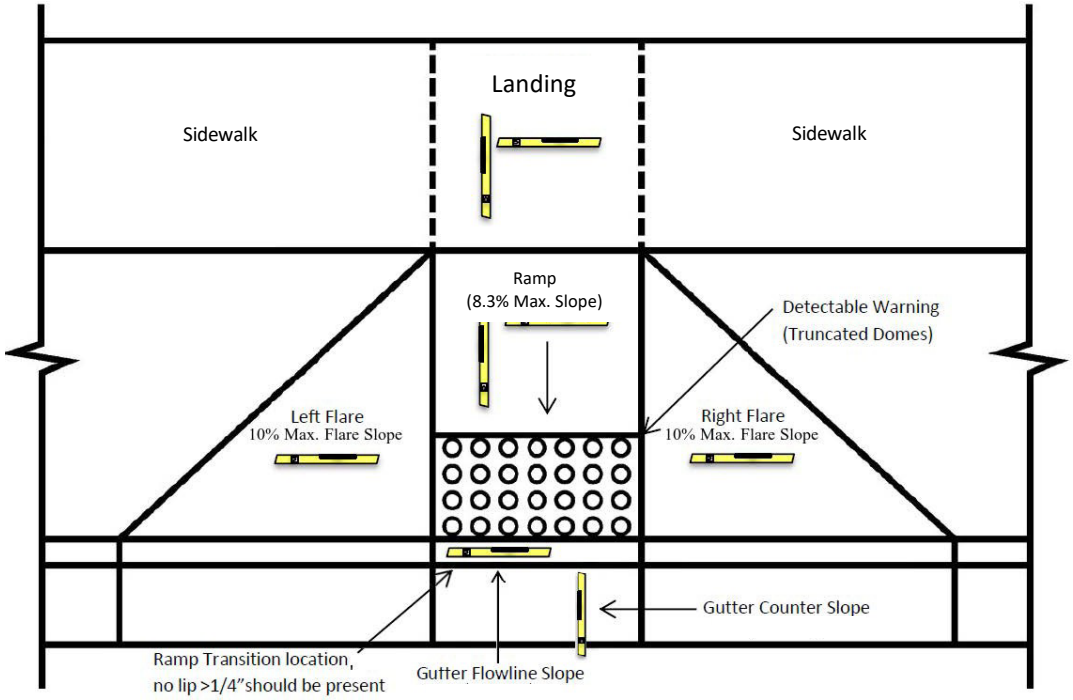
(WisDOT Region offices map)

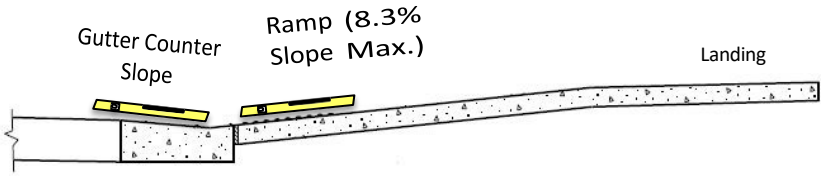
Curb Ramp Data Collection Mailbox (Monitored by Central Office Staff):
DOTCurbRampDataCollection@dot.wi.gov

Ramp measurements required at locations marked with smart level below →

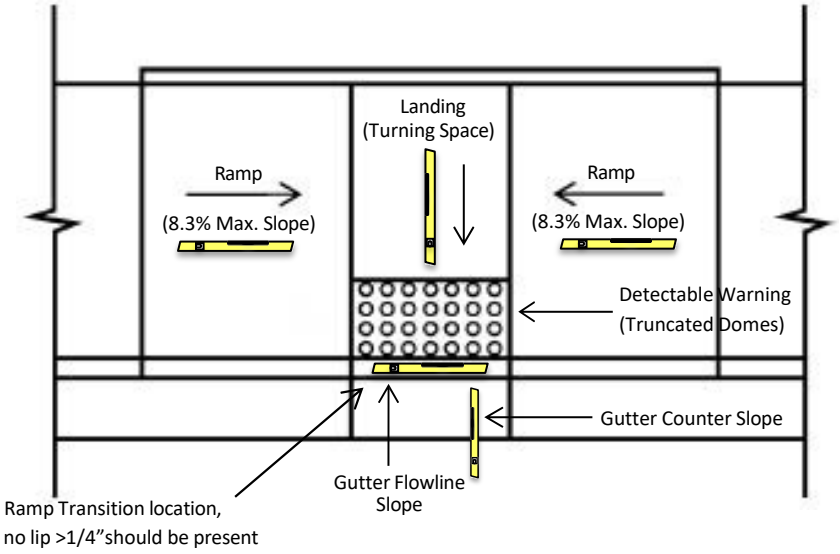
Perpendicular Curb Ramp (Types 2 & 3)



Rollover (gutter counter slope + ramp slope <= 13.3%)

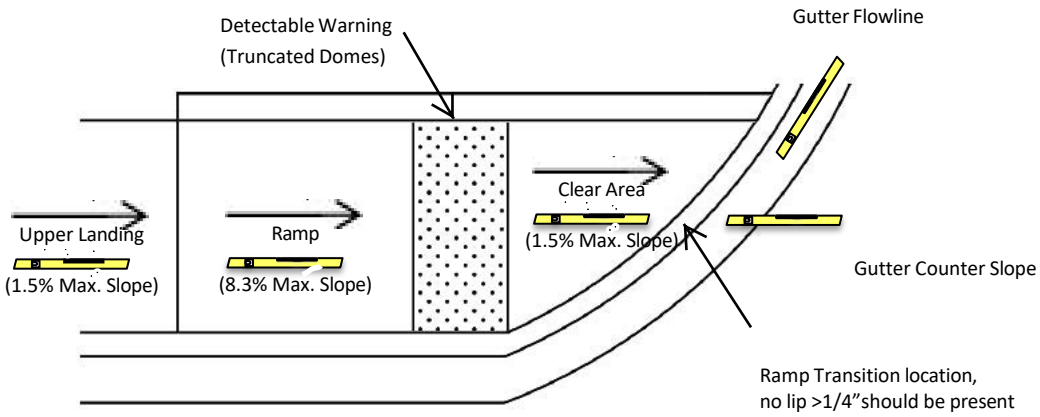
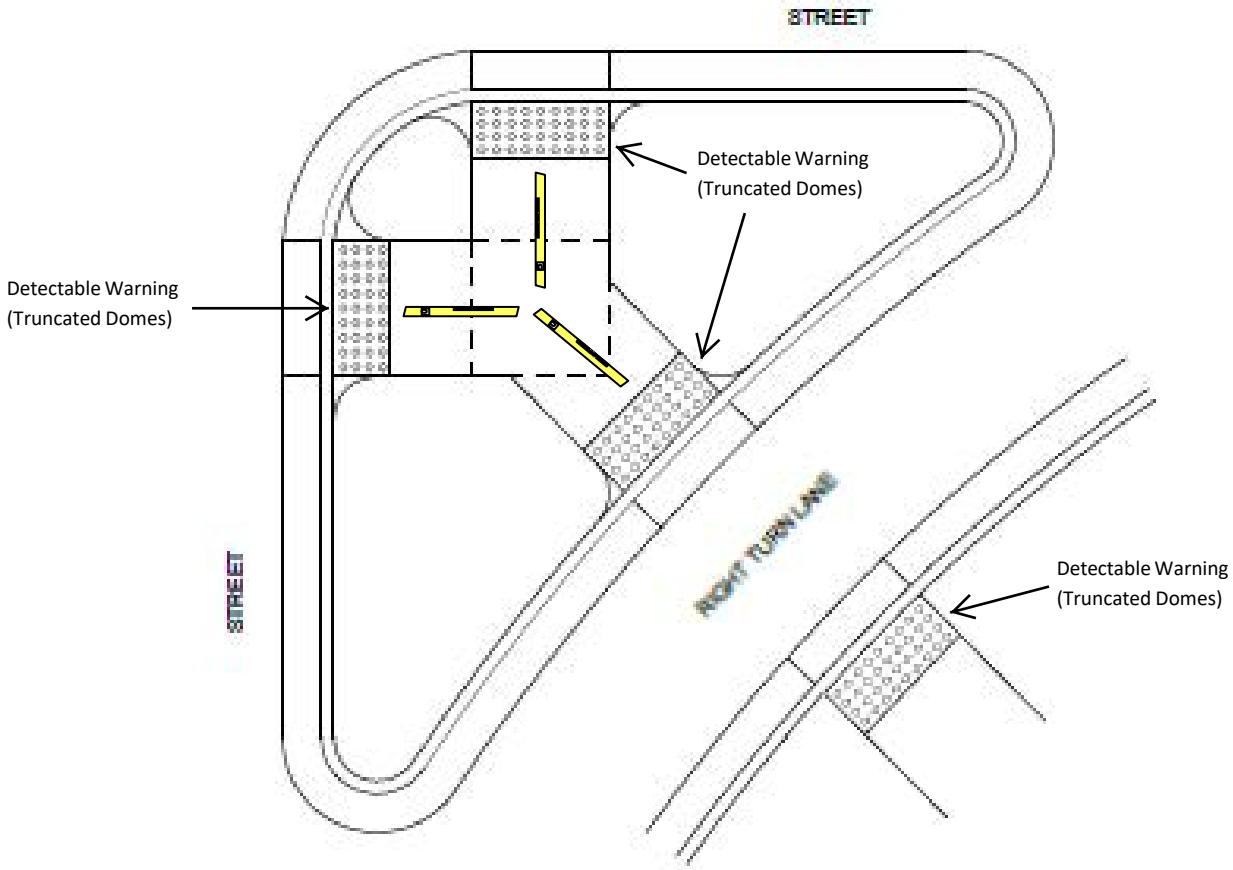


Parallel Curb Ramp (Types 7A & 7B)



Directional Curb Ramp (Types 4A & 4B)

(Non-terraced version shown)



Island Curb Ramp (Type 6)