Part 300 Title Sheet and “A” Series Sheets

Section 301 Introduction

The title sheet is the first sheet of a plan set and the first sheet in the "A" series of plan sheets. The title sheet sets the format and style of ODOT construction plans and conveys important project information, some of which is guided by Federal Aid requirements.

Section 302 Project Title

Title sheet development begins with the name of the project (project title). The official name of a project is shown in the Statewide Transportation Improvement Program (STIP). The name in the STIP follows American English capitalization rules and may contain abbreviations. The project title on the title sheet must meet the following requirements:

- The project title must match the STIP when spoken. For example "RD." and "ROAD" are spoken the same when read aloud.
- The project title must be written in all capital letters.
- The words "Section" or "Project" must be included in the project title. Due to character limits, the words "Section" or "Project" may be left off of the STIP name. A "Section" is defined as a continuous piece of roadway from one location to another. A "Project" is defined as a single or multiple spot locations.
- The project titles on the title sheet and in the plan sheet title blocks must be exactly the same.
- For space and/or appearance purposes, standard abbreviations may be used in the project title. If abbreviations are necessary, use the standard abbreviations shown in Part 800 of the ODOT CAD Manual (OCM).

Section 303 Title Sheet Creation

This section describes the process for creating the skeleton Title Sheet A01 and Index of Sheets A02. After creating the skeleton Title Sheet and Index of Sheets, insert project-specific information into the fields and placeholders. See Section 304 for inserting project-specific information on the Title Sheet A01 and Section 304.5 for inserting project-specific information on the Index of Sheets A02.

Always create both Sheet A01 and Sheet A02. For most projects, the Index of Sheets and Standard Drawing Numbers will begin on Sheet A01, and will be continued on Sheet A02.

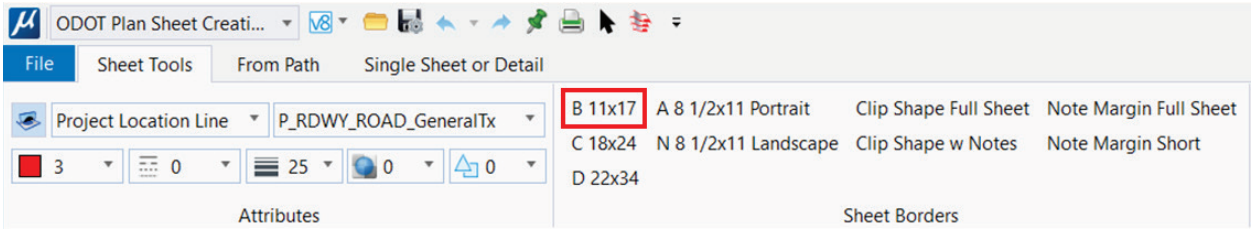
303.1 Title Sheet A01

The title sheet skeleton is built using cells provided in the **ODOT Title Sheets** and **ODOT Plan Sheet Creation** Ribbon Workflows in MicroStation CONNECT.

To create the Title Sheet A01, begin by navigating to the **ODOT Plan Sheet Creation** Ribbon Workflow, **Sheet Tools** Ribbon Tab, and **Sheet Borders** Ribbon Group, and select the **B 11x17**

Ribbon Button (see Figure 303-1). Place the sheet border at coordinates 0,0 (default) with a 1:1 scale (full size).

Figure 303-1: ODOT Plan Sheet Creation Ribbon Workflow

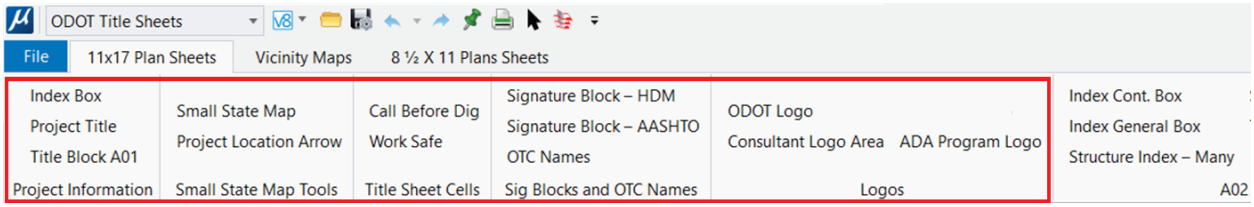


Next, place the "V" Number placeholder using the **Titleblock Text** Ribbon Button from the **Titleblocks** Ribbon Group on the **Sheet Tools** Ribbon Tab. Click on the small triangle beside the **Titleblock Text** button to open the list of tools. The **V Number** is the first cell on the list. See Figure 303-2. Use coordinates 0,0 as the placement for the cell, which will locate the "V" Number text in the upper right corner inside of the border.

Figure 303-2: V Number Placeholder

The remaining cells for creating the A01 Title Sheet are located in the **ODOT Title Sheets** Ribbon Workflow, on the **11x17 Plan Sheets** Ribbon Tab, within the **Project Information**, **Small State Maps Tools**, **Title Sheet Cells**, **Sig Blocks and OTC Names,** and **Logos** Ribbon Groups. Figure 303-3 shows the various cells that go into making up the A01 Title Sheet.

Figure 303-3: ODOT Title Sheets Ribbon Workflow



Place the following items: (Except for the Project Location Arrow, use 0,0 for placement of title sheet A01 cells. See Figure 303-4 for an example of the A01 Title Sheet.)

- Index Box
- Project Title
- Title Block A01
- Small State Map
    - Remove the "*Overall Length Of Project – xx.xx Miles*" text for multi-site projects.

- Project Location Arrow
- Call Before Dig
- Work Safe
    - Do not use the **Work Safe** tool when a consultant logo will be placed on the title sheet. Work Safe elements are included with **Consultant Logo Area** cell. See Figure 303-5.
- Signature Block
    - Use the **Signature Block - HDM** for projects on State highways. See Figure 303-6.
    - User **Signature Block - AASHTO** for projects on City and/or County facilities. See Figure 303-7.
    - Note that there may be an occasion where the ODOT Chief Engineer will not be available to sign the title sheet and another person's signature will need to be used along with their title designation (i.e. Acting).
    - A maintenance title block is also available for ODOT maintenance projects. See Figure 303-8.
- OTC Names
    - OTC membership may change during project development. Ensure that the latest OTC Name cell is being used from the ODOT MicroStation workspace.
- ODOT Logo
- Consultant Logo Area (if consultant is preparing plan set). See Figure 303-5.
- ADA Program Logo
    - Use the **ADA Program Logo** only when the project is both an ADA Program Unit Project and an ADA Curb Ramp Only Project. For additional information about use of the ADA Program Logo, see Technical Service Bulletin RD22-02(B).
    - The ADA Program Logo is not placed on the title sheet when the project has a variety of funding sources or hybrid funding with the ADA Program Unit.
    - Projects are not required to have the phrase "ADA Program Funded" or "ADA Curb Ramp Only" in the project title for logo use to be applied.

Figure 303-4: Title Sheet A01

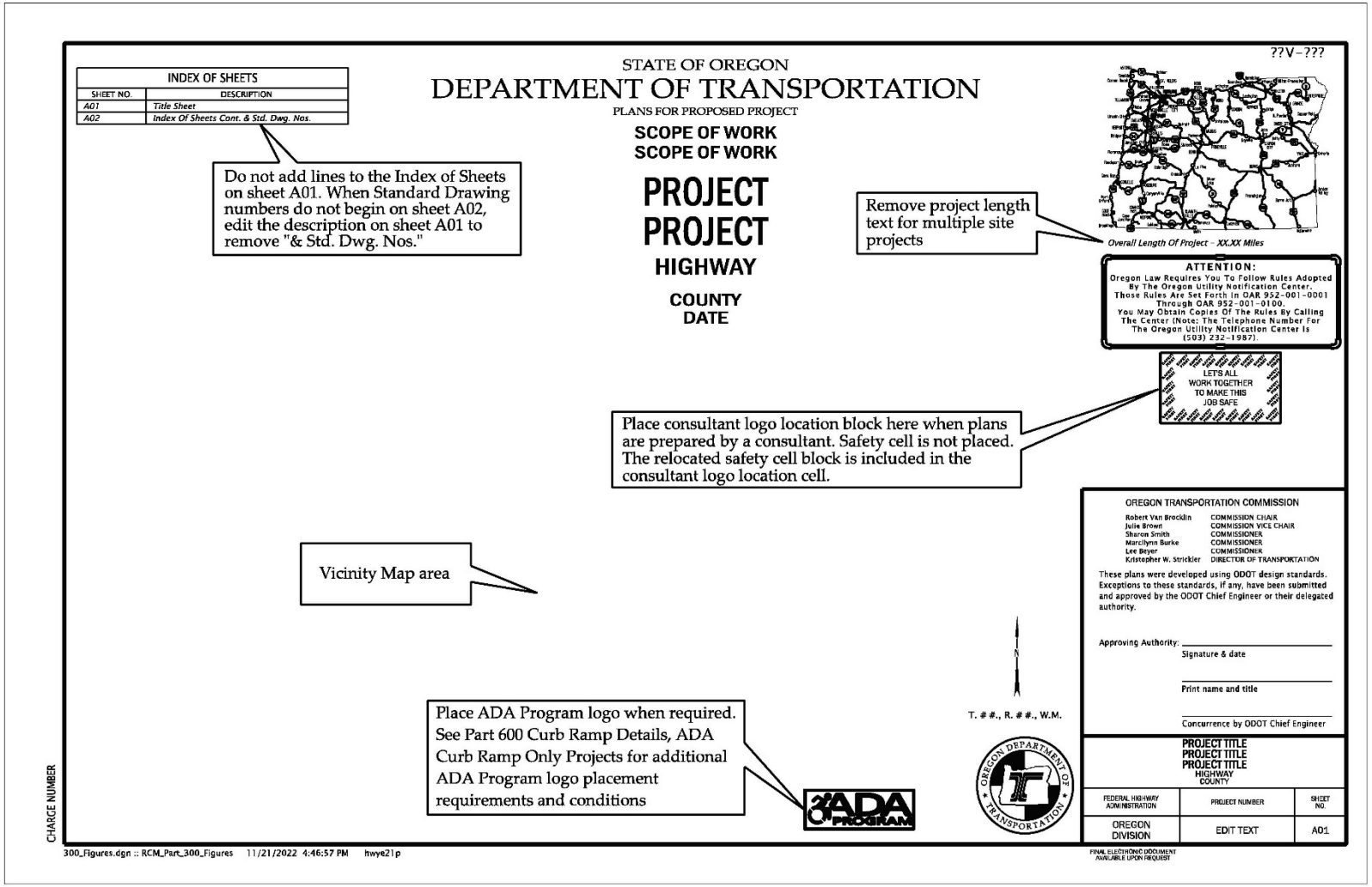
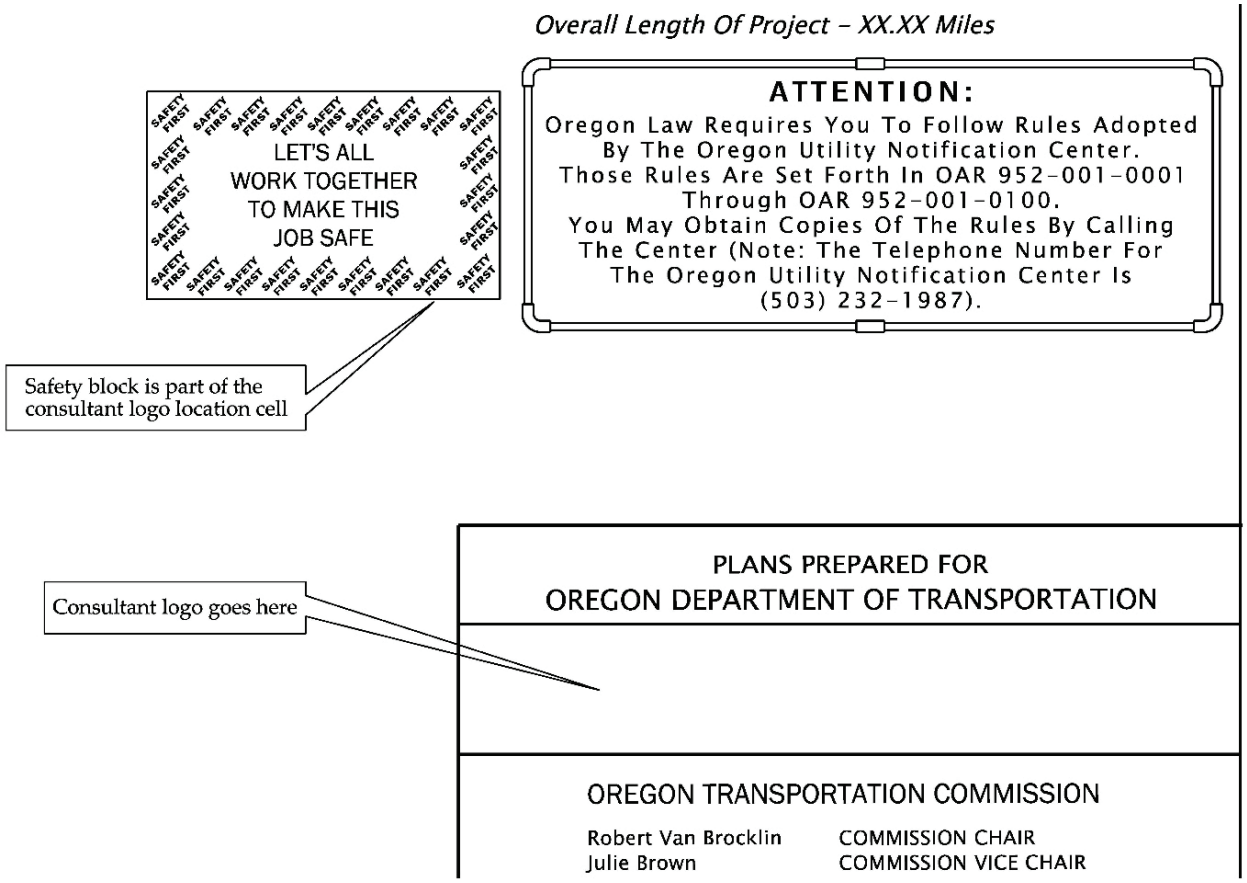
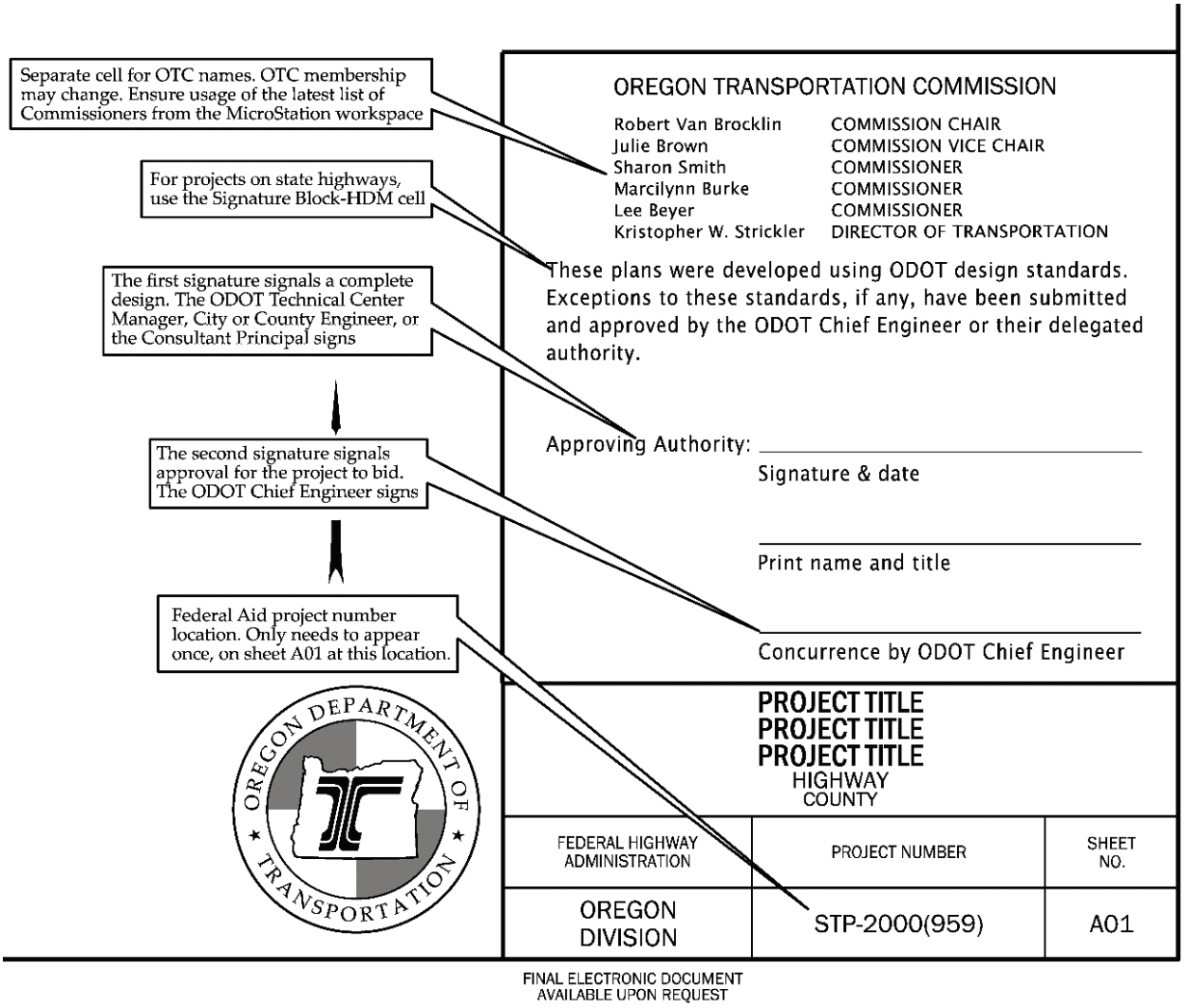


Figure 303-5: Consultant Logo Location



For projects on State highways, use the project **Signature Block - HDM** cell shown in Figure 303-6.

Figure 303-6: Signature Block - HDM for Projects on State Highway



For projects on City and/or County facilities, use the **Signature Block - AASHTO** cell shown in Figure 303-7.

Figure 303-7: Signature Block - AASHTO for Projects on City and/or County Facilities

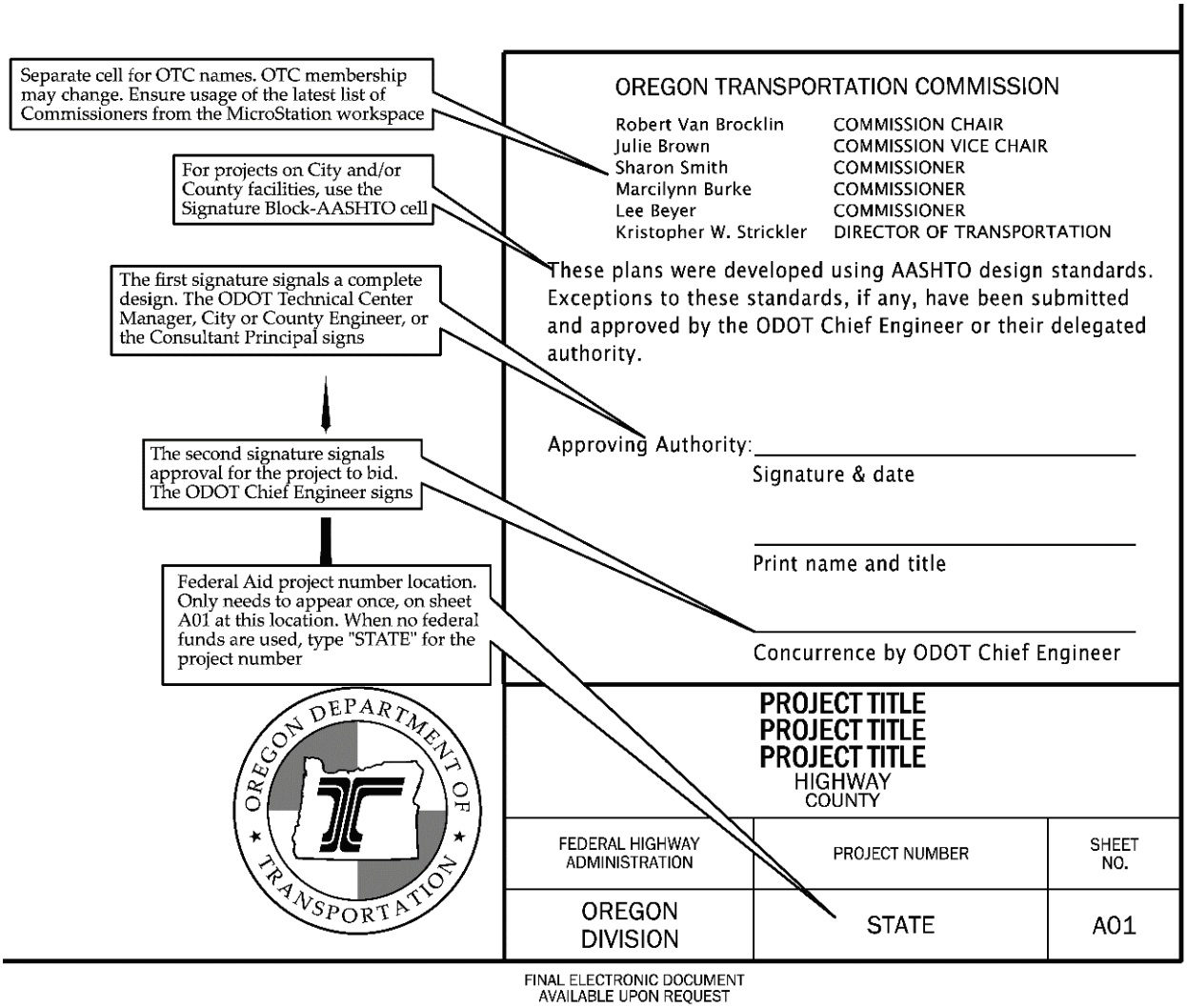
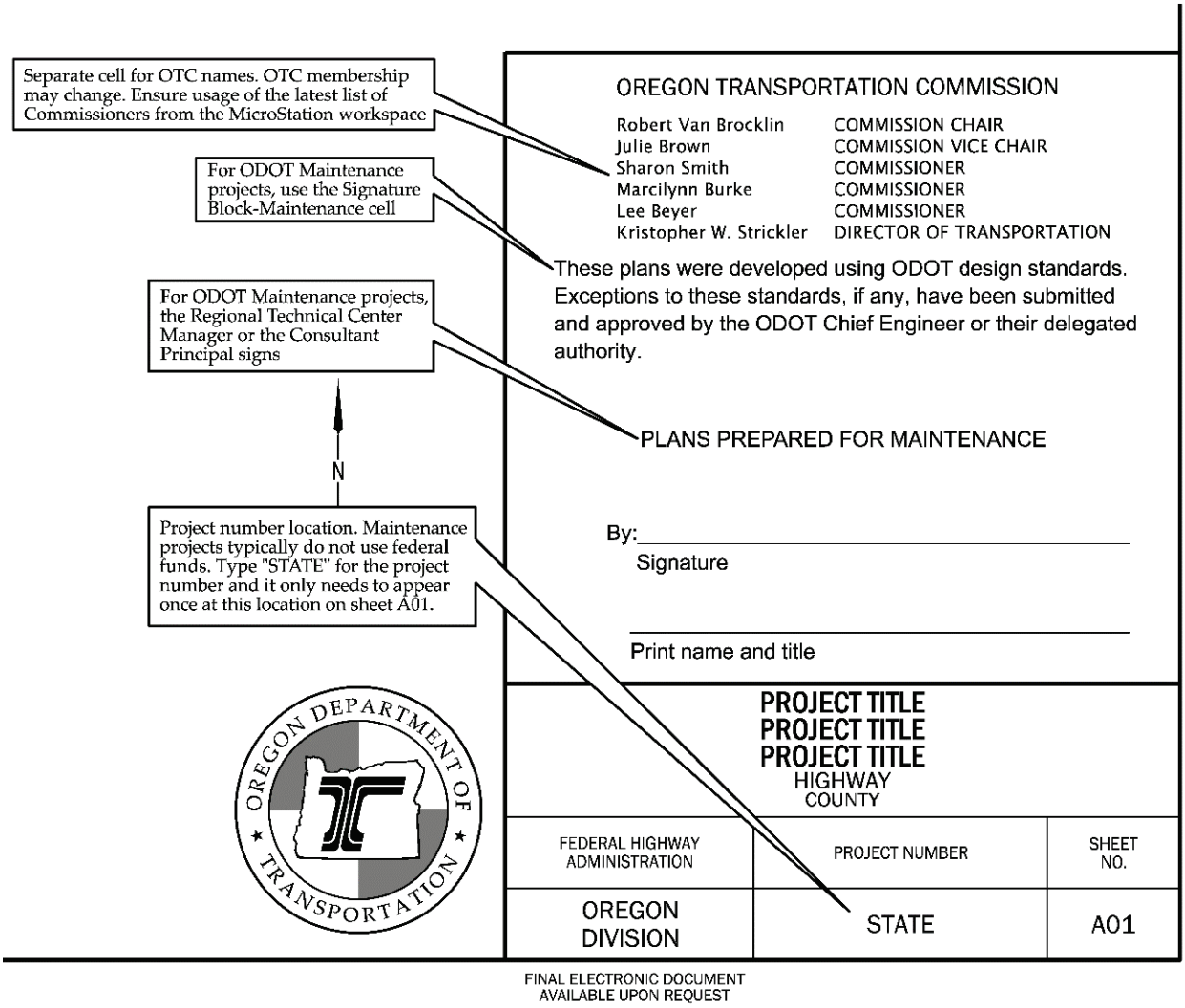


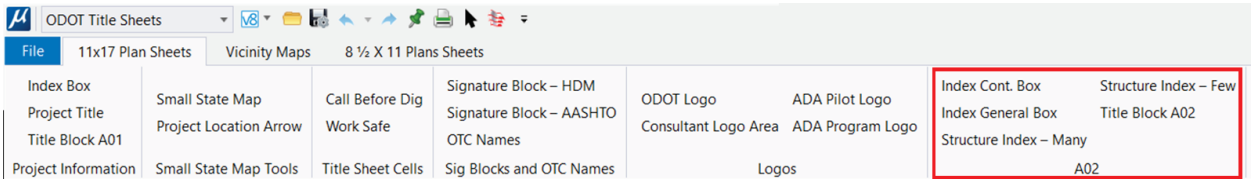
Figure 303-8: ODOT Maintenance Project Signature Block



303.2 Index of Sheet A02

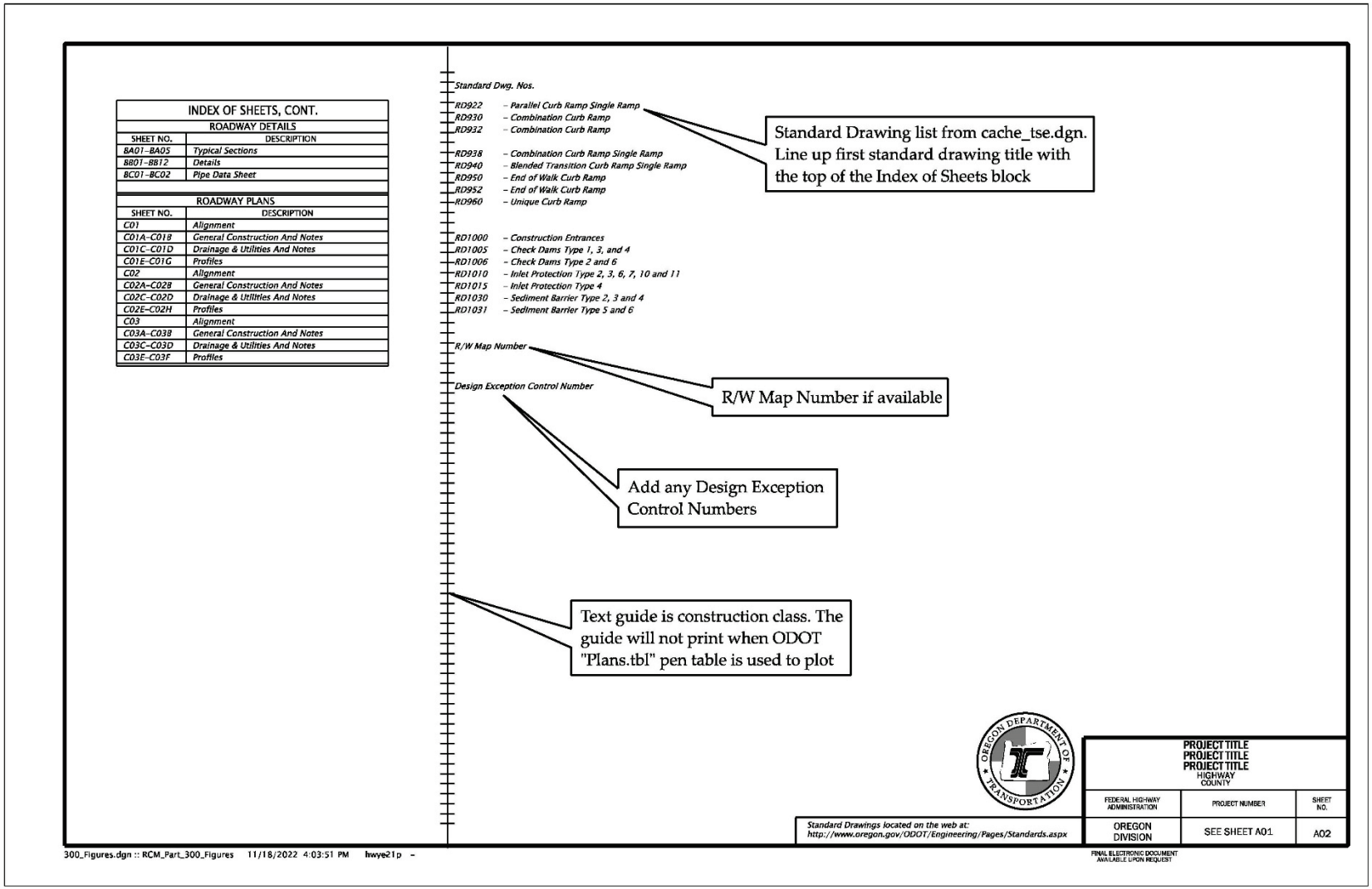
The process for creating the skeleton Index of Sheets A02 is very similar to creating a skeleton sheet A01. The initial steps duplicate the procedure outlined at the beginning of Section 303.1. Figure 303-9 shows the **A02** Ribbon Group on the **ODOT Title Sheet** Ribbon Workflow, which contains the necessary Ribbon Buttons to complete the initial setup of the A02 sheet index and list of standard drawings. Place **Index Cont. Box** and **Title Block A02** at 0,0 to align with the **B 11x17** sheet border cell. All other cells are placed manually within the sheet border.

Figure 303-9: Plan Sheet A02 Ribbon Buttons



See Figure 303-10 for an example of the Index of Sheets A02.

Figure 303-10: Index of Sheets Continued and Standard Drawing Numbers



303.3 Cache_TSE Reference File

In addition to the ribbon buttons described in this section, the Title Sheet A01 and Index of Sheet A02 can be constructed using the cache_tse.dgn reference file. Example skeletons of sheets A01 and A02, along with the individual cells necessary to create the sheets A01 and A02, are available in the file. The file is available from the ODOT workspace at: C:\ODOT\V10\Organization-Civil\ODOT_Standards\ref (location may vary for consultant workspace downloaded from the ODOT EAST website). See Figure 303-11 through Figure 303-14.

Figure 303-11: Cache_tse.dgn Reference File

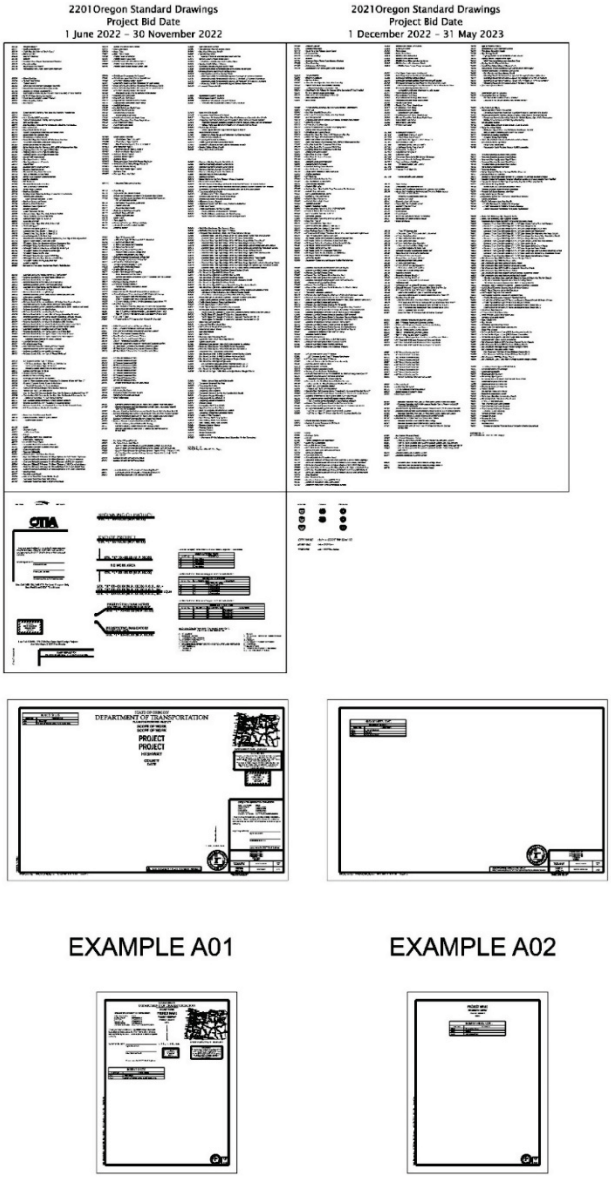


Figure 303-12: Cache_tse.dgn Reference File – Standard Drawing List

2201Oregon Standard Drawings
Project Bid Date
1 June 2022 – 30 November 2022

2021Oregon Standard Drawings
Project Bid Date
1 December 2022 – 31 May 2023

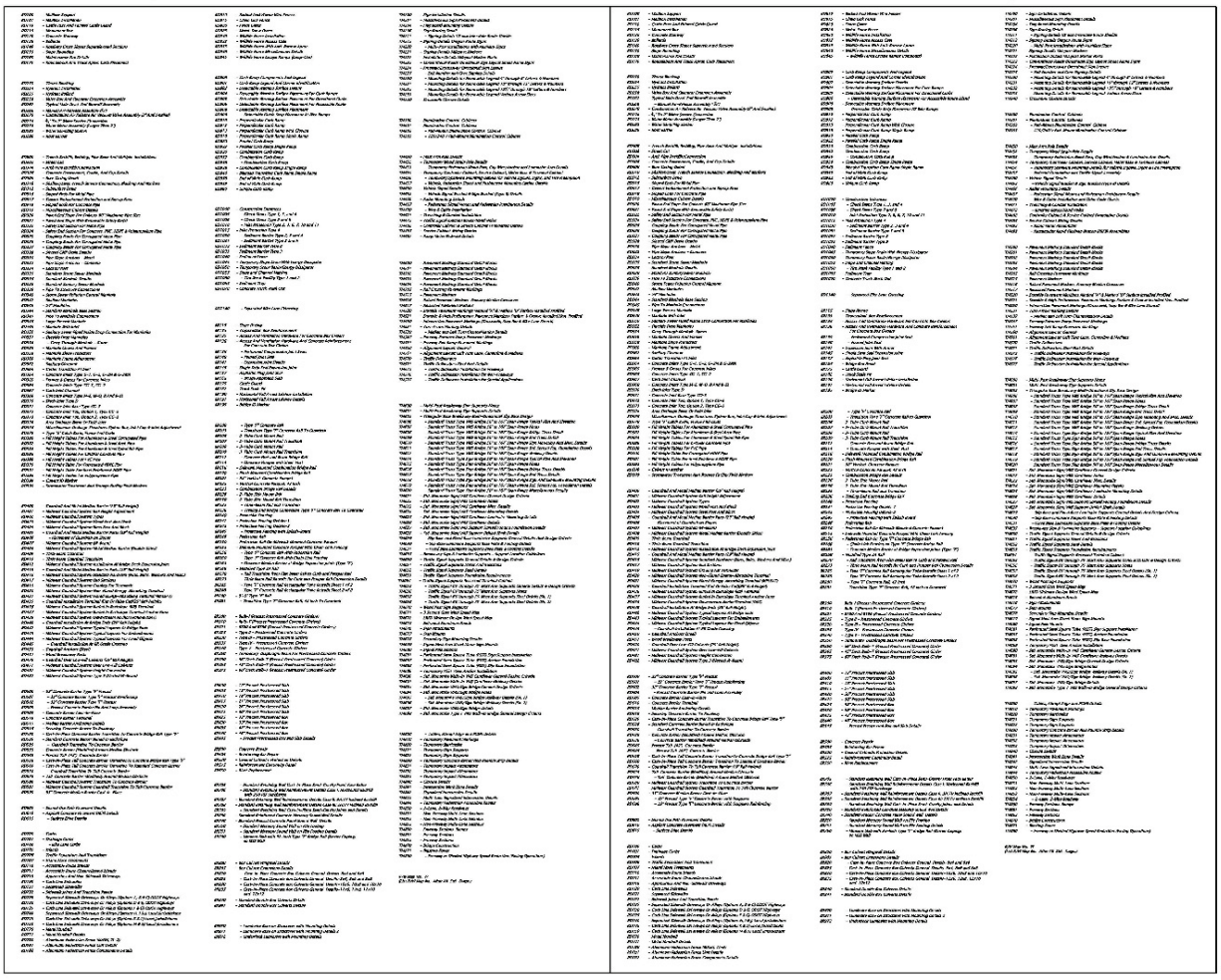


Figure 303-13: Cache_tse.dgn Reference File – Title Sheet and Vicinity Map Elements

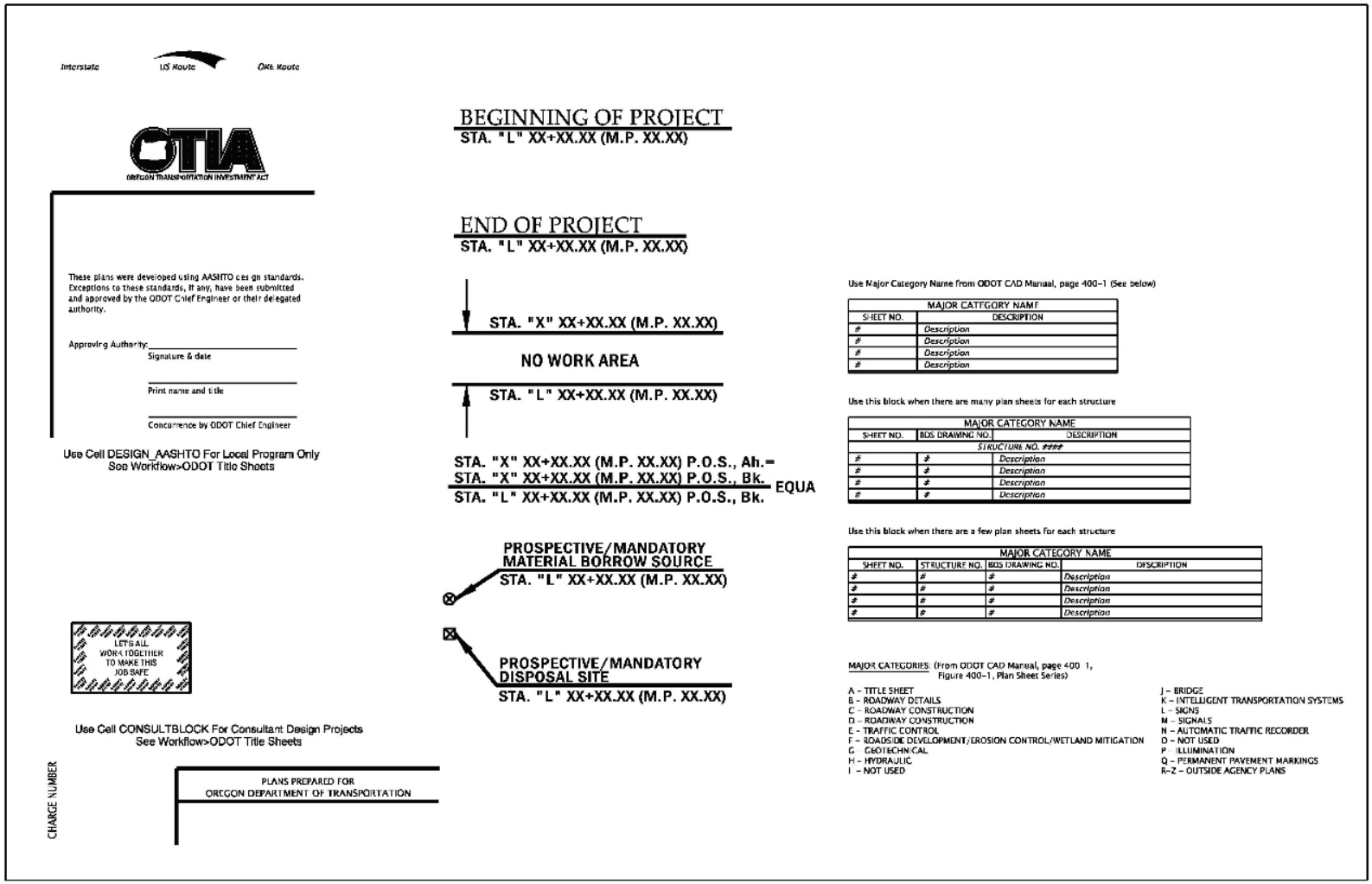
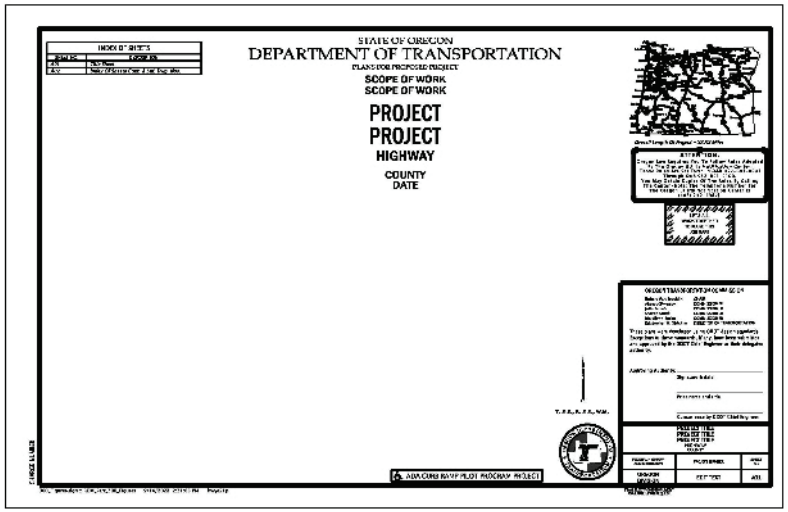
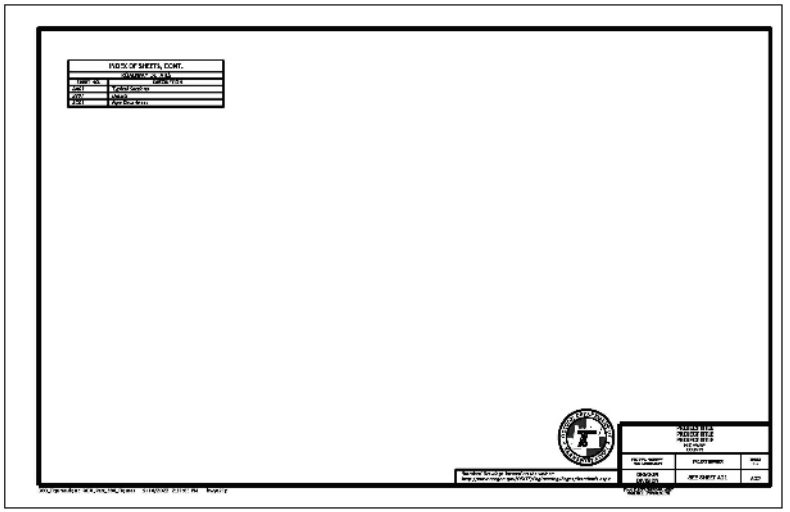


Figure 303-14: Cache_tse.dgn Reference File –Sheets A01 and A02 Formats



EXAMPLE A01



EXAMPLE A02

Section 304 Title Sheet Project Information

Keep in mind that development of some projects may extend over a considerable amount of time and the information shown on the title sheet may change. Always review the title sheet to make sure the names for the following are current:

- Oregon Transportation Commission
- ODOT's Chief Engineer

Note that there may be an occasion where the ODOT Chief Engineer will not be available to sign the title sheet and another person's signature will need to be used along with their title designation (i.e. Acting)

304.1 Place Holders

Edit the place holders shown in Figure 304-15 below. There are place holders for the project arrow (for the state map at the upper right corner), the length of project located just below the state map, and the township & range numbers below the north arrow.

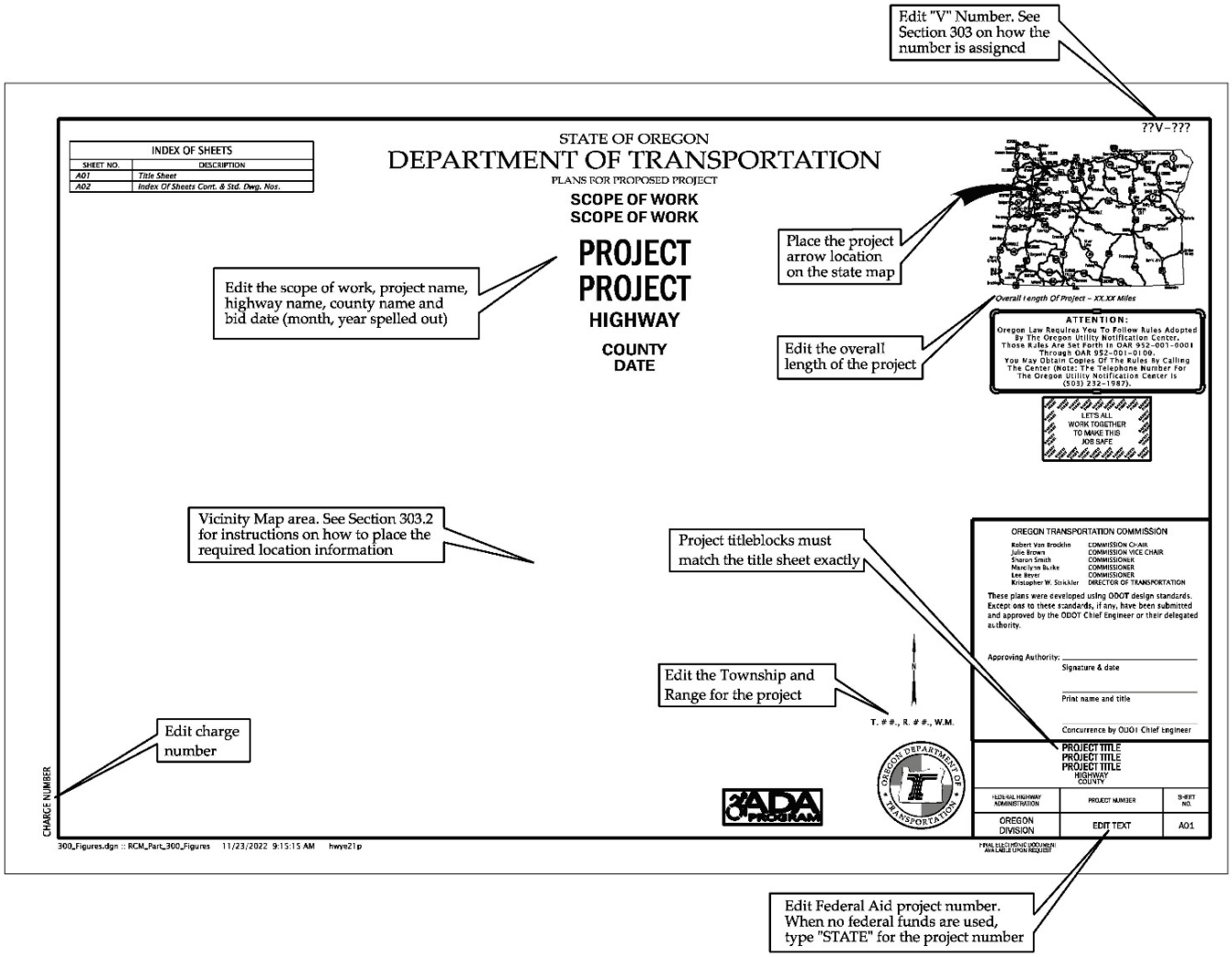
Add a vicinity map (always with north facing up on the A01 title sheet), showing the project limits. The lowest station of the project is the beginning of the project and the highest station of the project is the end of the project. In general the paving limit will determine the project limits. The project limits exclude the pavement feathering areas.

In the main title sheet text, scope of work and project name can use up to two line. See Figure 304-15 and Table 304-2 for allowable work types to be listed. Determine whether one or two lines will be needed. Use the number of lines required for the project name and scope of work, then delete extra lines.

The Federal Aid project number will be placed in the title block on sheet A01 in the box below the project number marker. If no Federal Aid is included then the project number is shown as "STATE".

Include major headings whenever those items appear in the plans. Include minor headings only when that item is 10 percent or greater of the total construction dollar value of the project. The specification writer will help determine the scope of work items.

Figure 304-15: Title Sheet Placeholders



304.2 ODOT Title Sheet Scope of Work

Scope of work items listed on the title sheet are shown in the same order as the specifications related to the work appears in the "Oregon Standard Specifications for Construction". See Table 304-1 and Table 304-2 for major and minor scope of work headings and the correct order.

Use the ten major headings as a guide for the scope of work included in the project on the "Scope of Work" lines on sheet A01. Items listed below each major heading in Table 304-1 are examples of work included in that major heading.

Use the minor headings only if that item itself makes up 10 percent or more of the construction dollar value of the project. See Table 304-2.

Table 304-1: Scope of Work – Major Headings

Major Headings	
1. Grading	**5. Curb Ramps**
2. Drainage	**6. Signing**
• Fish Passage Culverts	**7. Illumination**
• Culvert Rehabilitation Less Than 48" Diameter	**8. Signal(s)**
• Storm Sewer System	• Pole Relocation
3. Structure(s)	• Loop Replacement
• Bridge Rehabilitation	• Traffic Signals
• Bridge Replacement	• Automatic Traffic Recorder
• Deck Overlay	**9. Intelligent Transportation System**
• Joint Repair	• Dynamic Message Signs
• Bridge Railing	• Cameras
• Retaining Walls	• Road and Weather Information Systems
• Box Culvert	• Active Traffic Management Systems
• Culverts In Excess of 48" Diameter and Larger	• Highway Advisory Radio
• Sound Walls	• Traffic Sensors
4. Paving	• Communications
• Inlay / Overlay	**10. Roadside Development**
• Emulsified Oil Mat	• Landscaping
• Ramp Rehabilitation	• Irrigation Systems
• Walks, Driveways, Curbs	• Wetland Mitigation
• Cold Planning	
• ACP / Concrete Surfacing	

Table 304-2 Scope of Work – Minor Headings

Minor Headings	
• Historic Preservation	• Barrier
• Guardrail	• Buildings
• HAZMAT Abatement	• Painting
• Rock Production	• Utilities Relocation
• Pavement Markings	• Riprap
• RR Xing Improvements	• Protective Screening

304.3 Vicinity Map

Projects that are funded with Federal-aid highway funds use the Federal Highway Administration Guidelines for Preparation of Plans, Specifications, and Estimates. The guideline indicates that a location sketch should be placed on the contract plans title sheet "with sufficient identifying information so that the project may be easily located on a county or state map".

Processes for developing vicinity maps are currently being developed. Additional guidance will be included in future updates to the RCM.

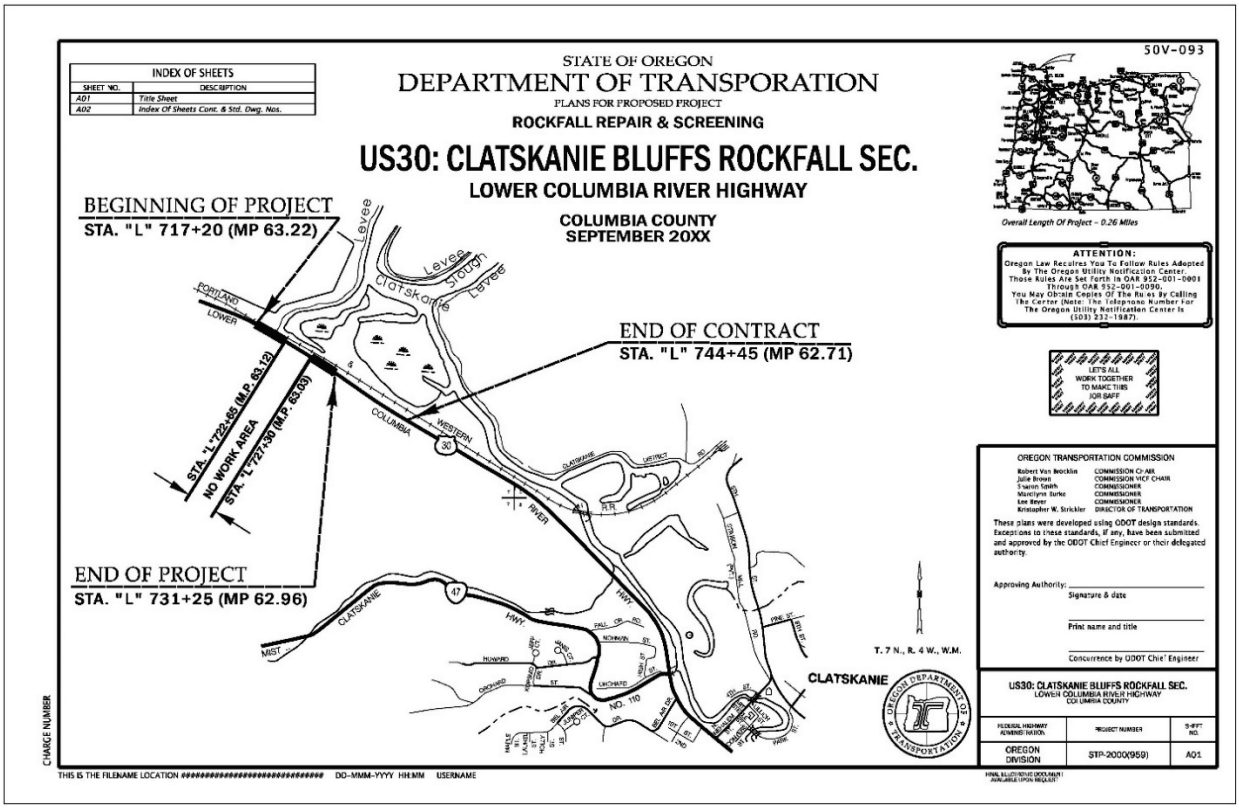
304.4 Project Limits

Showing project limits on the section of highway helps Federal Highway Administration (FHWA) identify the lane miles of surfacing that are federally funded. The incidental work, interchange ramps, and surfacing tapers are not intended to be included in the lane miles, even though the cost of that work is included in the project.

For projects along a section of highway, the "BEGINNING OF PROJECT" will be the mainline centerline station at the start of the surfacing. Usually this will be the lowest number in the stationing for the project. The "END OF PROJECT" will be the mainline centerline station at the end of the surfacing and usually the highest number in the stationing for the project. Surfacing tapers, ramp surfacing, and incidental work are not included in the project limits.

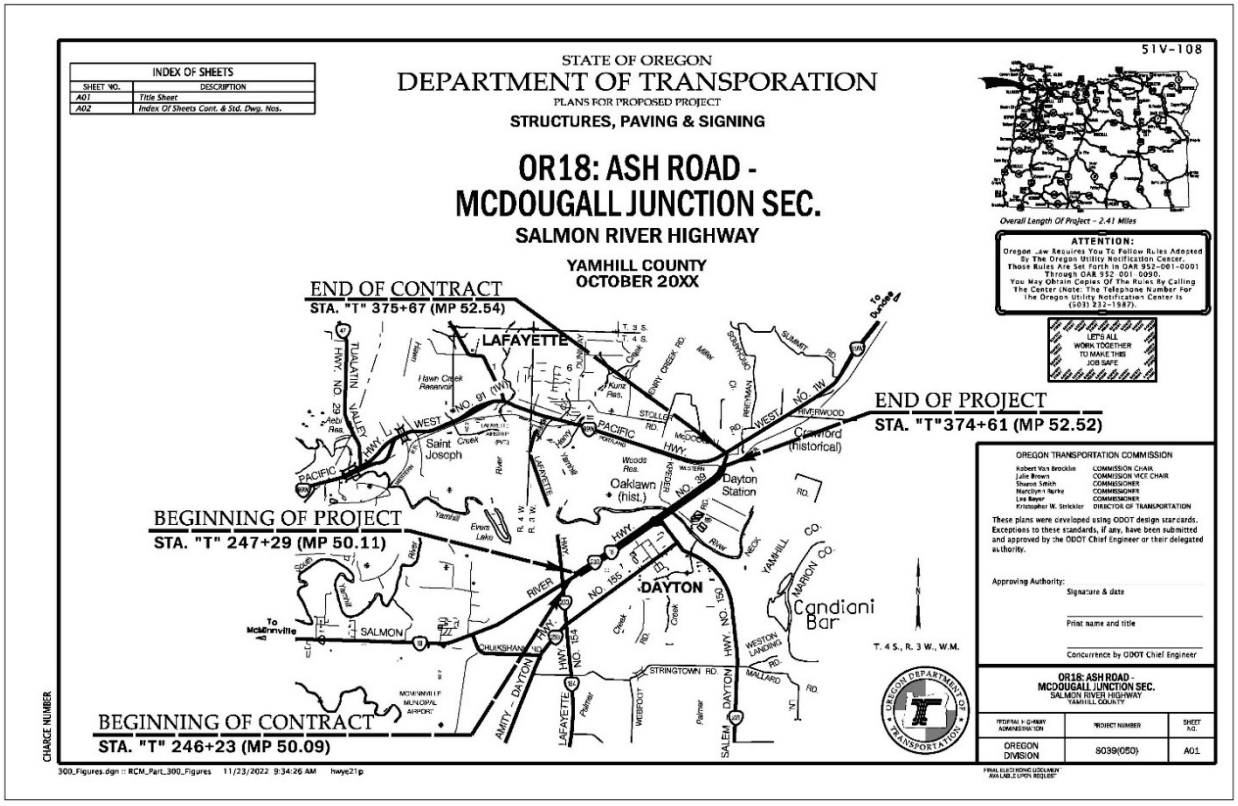
Occasionally there will be some minor work outside of the project limit. For example a permanent sign might be replaced outside of the project limit. In cases of minor or incidental items outside of the project limit, do not adjust the limits or add any extra limits. If several items or significant work items extend beyond the project limits, add "BEGINNING OF CONTRACT" or "END OF CONTRACT" to the vicinity map to include all features outside of the project limit. See Figure 304-16.

Figure 304-16: Work Outside of Project Limits



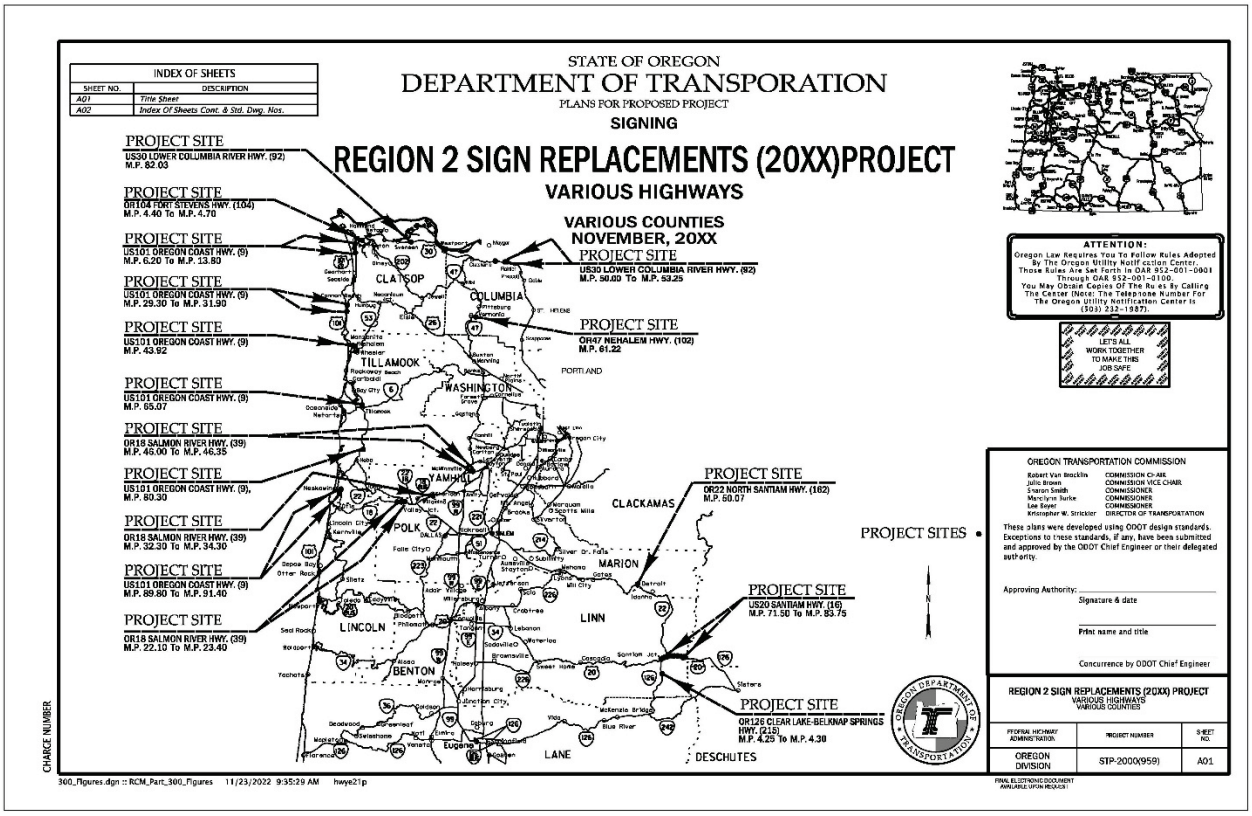
Work outside of the project limits should be a very rare occurrence and the Region Roadway Manager should be consulted. There is not a specific number of items that determines when to add contract limits. They are added when there is more than incidental work or off site work is needed. See Figure 304-17.

Figure 304-17: Work Outside of Project Limits



For projects at a single site or multiple sites, use "PROJECT SITE" and generally the station or milepoint at the center of the site. See Figure 304-18. For project sites greater than ¼ mile in length show the beginning and ending station limits of the site.

Figure 304-18: Multi-Site Project



Where there are "No Work Areas" in a section, show the beginning and end stations of the "No Work Area"

304.5 Sheet Index

The title sheet will require updating and editing as project development progresses and information becomes available. The largest part of the title sheet editing will be the inclusion of the sheet index beginning on sheet A02. The sheet index has a prescribed order of major categories that needs to be followed (see the ODOT CAD Manual Part 400, Table 401-1 for the specific plan sheet order). The sheet index provides the order in which the plans will be printed and assembled. The index of sheets must include all sheets.

Placement of the sheet index boxes on sheet A01 and A02 can be accomplished by using any of the following methods:

1. **Place Active Cell**

   Use the "Place Active Cell" function to place the appropriate cell from the "Titlesheet.cel" cell library. The following list provides a description of each index cell:

   INDEX1 - Use to place index box on Sheet A01 (11"x17" sheet size)

   INDEX1_811 - Use to place index box on Sheet A01 (8½"x11" sheet size)

   INDEX2 - Use to place the first index box on Sheet A02 (11"x17" sheet size)

   INDEX3 - Use to place general index boxes (for sheets not related to a structure) on Sheet A02.

   INDEX4 - Use to place structure index boxes (for a single structure per index box)

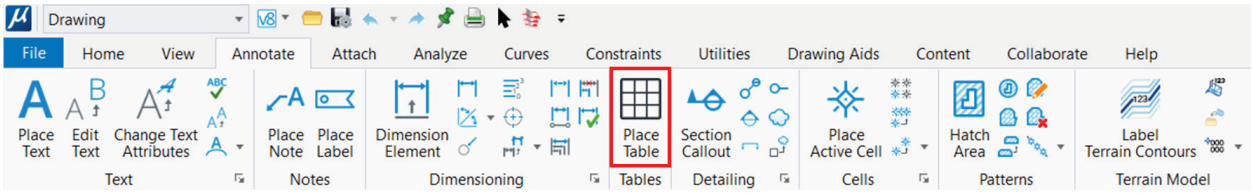
   INDEX5 - Use to place structure index boxes (for a single structure per line)

   INDEX6_811 - Use for first index box on Sheet A02 (8½"x11" sheet size)

2. **MicroStation Tables**

   Use MicroStation tables to place the index boxes. Start by accessing the "Annotate" Ribbon Tab on the "Drawing" Ribbon Workflow. In the **Tables** Ribbon Group, select the **Place Table** Ribbon Button which will open the "Place Table" pop-up window. Scroll through the list of seed files to the appropriate index seed files. Place the cell and begin editing the various text lines to suit the project needs.

Figure 304-19: Place Table Ribbon Button



Use the "RDWY_INDEX1" table seed on Sheet A01. If there is a need to continue the 'A' series of sheets for sheet layout, geotechnical data layout and/or survey control data

expand the number of lines accordingly. Use "RDWY_INDEX2" through "RDWY_INDEX6" on Sheet A02. There will be a need to modify/edit the cells overall to ensure an integrated index of sheets set. The specifics of the project will determine which index seed should be used. The following list provides a description of each table index seed file:

RDWY_INDEX1 - Use to place index box on Sheet A01 (11"x17" sheet size)

RDWY_INDEX2 - Use to place the first index box on Sheet A02

RDWY_INDEX3 - Use to place general index boxes (for sheets not related to a structure) on Sheet A02.

RDWY_INDEX4 - Use to place structure index boxes (for a single structure per index box)

RDWY_INDEX5 - Use to place structure index boxes (for a single structure per line)

RDWY_INDEX6_811 - Use for first index box on Sheet A02 (8½"x11" sheet size)

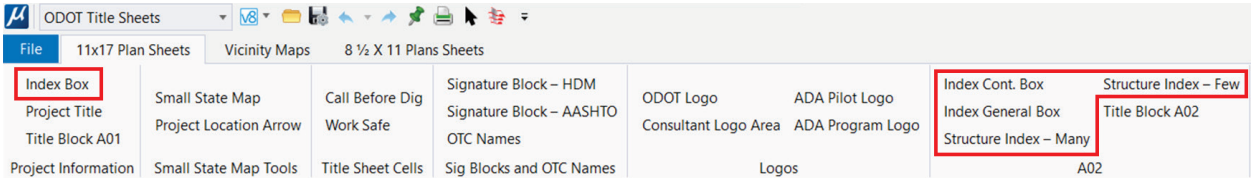
3. **Cache_tse.dgn File**

   A template of Sheets A01 and A02, is available in the "cache_tse.dgn" file. This template contains all of the parts necessary to build the project title sheets, including the index boxes. One method for placing the Index of Sheets is to copy the "Index of Sheets" from the cache_tse.dgn reference file. Match text symbology to add text into the box. To increase the number of lines in the "Index of Sheet Cont." box, copy parallel the bottom line to the appropriate distance.

4. **ODOT Title Sheets Workflow**

   The **ODOT Title Sheets** Ribbon Workflow contains buttons to place all of the parts necessary to build the project title sheets. On the **11x17 Plan Sheets** Ribbon Tab, the **Project Information** and **A02** Ribbon Groups contain the buttons for placing index boxes on sheets A01 and A02. See Figure 304-20.

Figure 304-20: ODOT Title Sheets - Index Buttons



On a very large project, there may not be enough space on Sheet A02 to list all of the plan sheets and standard drawing numbers. In these cases, additional sheets (A03, A04, etc.) are required for the Index of Sheets and standard drawing numbers. When there is no room for the list of standard drawings on Sheet A02 because of a long list of drawings in the index of sheets, edit

sheet A01 to remove "& Std. Dwg. Nos." from the INDEX OF SHEETS, see Figure 304-21. Figure 304-22 shows an example of an extended Index of Sheets for sheet A01. See Section 305 Additional "A" Series Sheets for more detailed information on this recommended sheet numbering. Figure 304-23 shows an example of Sheet A02 and the Index of Sheets for a typical simple project.

Figure 304-21: Index of Sheets on Sheet A01

INDEX OF SHEETS	
SHEET NO.	DESCRIPTION
A01	*Title Sheet*
A02	*Index Of Sheets Cont. & Std. Dwg. Nos.*

Remove the "& Std. Dwg. Nos. when no standard drawings are listed on sheet A02

Figure 304-22: Example of an Extended Index of Sheets on Sheet A01

INDEX OF SHEETS	
SHEET NO.	DESCRIPTION
A01	*Title Sheet*
A02, A03	*Index Of Sheets Cont*
A04, A05	*Std. Dwg. Nos.*
AB01	*Plan Sheet Layout*
AC01	*Geotechnical Data Layout*
AD01	*Survey Control Data*

Figure 304-23: Sheet A02 Index of Sheets Example – Simple

INDEX OF SHEETS, CONT.	
ROADWAY DETAILS	
SHEET NO.	DESCRIPTION
BA01 Thru BA03 Incl.	*Typical Sections*
BB01, BB02	*Details*
BC01	*Curb Ramp Legend*
BC02, BC03	*Curb Ramp Details*
BD01	*Pipe Data Sheet*
ROADWAY CONSTRUCTION	
C01	*Alignment*
C01A	*General Construction*
C01B	*General Construction Notes*
C01C	*Drainage And Utilities*
C01D	*Profile*
D01	*Alignment*
D01A	*General Construction*
D01B	*General Construction Notes*
D01C	*Drainage And Utilities*
D01D	*Profile*
TRAFFIC CONTROL	
EA01 Thru EA03 Incl.	*Traffic Control Details*
EB01 Thru EB03 Incl.	*Traffic Control Plan*
EC01 Thru EC03 Incl.	*Traffic Control Plan*
ROADSIDE DEVELOPMENT / EROSION CONTROL/ WETLAND MITIGATION	
FA01 Thru FA04 Incl.	*Roadside Development plan*
FA05,	*Roadside Development Schedule & Notes*
FA06, FA07	*Roadside Development Details*
FB01 Thru FB05 Incl.	*Erosion and Sediment Control plan*

INDEX OF SHEETS, CONT.	
GEOTECHNICAL	
SHEET NO.	DESCRIPTION
GA01	*Geotechnical Data*
GB01	*Retaining Walls*
HYDRAULIC	
HA01	*Stormwater*
HA02	*Stormwater*
STRUCTURES	
JA01	*Bridge*
JA02	*Bridge*
INTELLIGENT TRANSPORTATION SYSTEMS	
KA01	*Intelligent Transportation Systems*
KA02	*Intelligent Transportation Systems*
SIGNS	
LA01, LA02	*Signing Plan*
LB01, LB02	*Sign Details*
LC01	*Sign And Post Data Table*
SIGNALS	
MA01	*Flashing Beacon Plan*
MB01 Thru MB03 Incl.	*Details*
ILLUMINATION	
PA01	*Illumination Legend*
PB01	*Temporary Illumination Plan*
PB02, PB03	*Illumination Details*
PC01 Thru PC03 Incl.	*Illumination Plan*
PD01, PD02	*Illumination Details*
PERMANENT PAVEMENT MARKINGS	
QA01	*Pavement Marking Details*
QB02	*Pavement Marking Plan*

304.5.1 Large Project Example

Figure 304-24 is an example of a large project with the index of sheets located on sheet A02, and it shows how structure numbers and BDS numbers are listed within the Index of Sheets.

Figure 304-24: Sheet A02 Index of Sheets Example – Large Project

INDEX OF SHEETS, CONT.

ROADWAY DETAILS

SHEET NO.	DESCRIPTION
BA01 Thru BA03 Incl.	Typical Sections
BB01, BB02	Details
BC01	Curb Ramp Legend
BC02, BC03	Curb Ramp Details
BD01	Pipe Data Sheet
ROADWAY CONSTRUCTION	
C01	Alignment
C01A	General Construction
C01B	General Construction Notes
C01C	Drainage And Utilities
C01D	Profile
D01	Alignment
D01A	General Construction
D01B	General Construction Notes
D01C	Drainage And Utilities
D01D	Profile
TRAFFIC CONTROL	
EA01 Thru EA03 Incl.	Traffic Control Details
EB01 Thru EB03 Incl.	Traffic Control Plan
EC01 Thru EC03 Incl.	Traffic Control Plan
ROADSIDE DEVELOPMENT / EROSION CONTROL/ WETLAND MITIGATION	
FA01 Thru FA04 Incl.	Roadside Development plan
FA05,	Roadside Development Schedule & Notes
FA06, FA07	Roadside Development Details
FB01 Thru FB05 Incl.	Erosion and Sediment Control plan

GEOTECHNICAL

SHEET NO.	BDS DRAWING NO.	DESCRIPTION
STRUCTURE NO. #####		
GA01	######	Retaining Wall #1
GB01	######	Retaining Wall #2

INDEX OF SHEETS, CONT.

ROADWAY DETAILS

SHEET NO.	DESCRIPTION
HYDRAULIC	
HA01	Stormwater – Water Quality Mitigation Site
HA02	Stormwater Details – Water Quality Mitigation Site
HE01 Thru HE04 Incl.	Bank Protection
HE05	Bank Protection Details
HF01	Waterway Enhancement
HF02	Waterway Enhancement Details

STRUCTURES

SHEET NO.	BDS DRAWING NO.	DESCRIPTION
STRUCTURE NO. ######		
J01	######	Plan And Elevation
J02	######	General Notes – 1
J03	######	General Notes – 2
J04, J05	######	Geotechnical Data
STRUCTURE NO. ######		
J11	######	Plan And Elevation
J12	######	General Notes – 1
J13	######	General Notes – 2
J14, J15	######	Geotechnical Data

INTELLIGENT TRANSPORTATION SYSTEMS

SHEET NO.	DESCRIPTION
KA01	Intelligent Transportation Systems
KA02	Intelligent Transportation Systems
KA03	Intelligent Transportation Systems
KA04	Intelligent Transportation Systems
SIGNS	
LA01, LA02	Signing Plan
LB01, LB02	Sign Details
LC01	Sign And Post Data Table
SIGNALS	
MA01	Flashing Beacon Plan
MB01 Thru MB03 Incl.	Details
ILLUMINATION	
PA01	Illumination Legend
PB01	Temporary Illumination Plan
PB02, PB03	Illumination Plan
PC01 Thru PC03 Incl.	Illumination Details
PD01, PD02	Wiring Diagram
PERMANENT PAVEMENT MARKINGS	
QA01	Pavement Marking Details
QB02	Pavement Marking Plan

On large projects, the Roadway sheet numbers can be a bit confusing to index. There may be Alignment sheets, General Construction sheets with separate note sheets, Drainage and Utility sheets with separate note sheets, and Profile sheets. The index of sheets must include all sheets. Figure 304-25 shows sheet numbers for C01 through C03 for a large project. The sheets are broken out for separate alignments, general construction, drainage & utilities, and profile sheets for each sheet series along the main alignment. The C01 sheet series has three profile sheets, the C02 series has four profile sheets, and the C03 series has two profile sheets.

Figure 304-25: Example Index of Roadway Plan Sheets - Large Project

ROADWAY PLANS	
SHEET NO.	DESCRIPTION
C01	*Alignment*
C01A, C01B	*General Construction And Notes*
C01C, C01D	*Drainage & Utilities And Notes*
C01E Thru C01G Incl.	*Profiles*
C02	*Alignment*
C02A, C02B	*General Construction And Notes*
C02C, C02D	*Drainage & Utilities And Notes*
C02E Thru C02H Incl.	*Profiles*
C03	*Alignment*
C03A, C03B	*General Construction And Notes*
C03C, C03D	*Drainage & Utilities And Notes*
C03E, C03F	*Profiles*

304.5.2 Plan Sheet Sequencing

The index of sheets must include all sheets. When a plan sheet is added, as outlined in the ODOT CAD Manual on page 400-5, it can break the sequence of the numbers. Index the plan sheets by listing the plan sheet range with no break in sequence. For example, sheets MA01 through MA15 is understood as the sequence MA01, MA02, MA03… through MA15. If there is a sheet MA03A, the sequence is broken. In this example the plan sheet list would need to be MA01 through MA03, MA03A, and MA04 through MA15.

Adding Sheets after the PS&E Milestone

The following method for adding sheets is only acceptable after the PS&E milestone. If sheets are added to a previously listed sequence, the sequence has been broken. The index must be revised to show the change in drawing sequence. The example below in Figure 304-26 shows two sheets added between M03 and M04 and another sheet added between M06 and M07. All plan sheets are included in the index.

Figure 304-26: Plan Sheet Addition after PS&E

SIGNALS	
SHEET NO.	DESCRIPTION
M01 Thru M03 Incl.	*Signal Plans*
M03A, M03B	*Signal Plans – Added*
M04 Thru M06 Incl.	*Signal Plans*
M06A	*Signal Plans – Added*
M01 Thru M03 Incl.	*Signal Plans*

Removing Sheets after the PS&E Milestone

The following method for removing sheets is only acceptable after the PS&E milestone. If sheets are removed from a previously listed sequence, the index sheet must account for the missing sheets in the sequence. The example below in Figure 303-8 shows two sheets removed between M03 and M06 and another sheet removed between M11 and M13. Sheets that are removed must be included in the index.

Figure 304-27: Plan Sheet Removal Index after PS&E

SIGNALS	
SHEET NO.	DESCRIPTION
M01 Thru M03 Incl.	*Signal Plans*
M04, M05	*Signal Plans – Removed*
M06 Thru M11 Incl.	*Signal Plans*
M12	*Signal Plans – Removed*
M13 Thru M15 Incl.	*Signal Plans*

304.6 Standard Drawings

Standard drawing numbers are listed after the index of sheets and listed in this sequence:

1. RD numbered drawings
2. BR numbered drawings
3. TM numbered drawings

Standard drawing numbers have been set up as cache in the reference file cache_tse.dgn and are copied for the required drawing numbers and titles. See Figure 303-12.

When listing the standard drawing numbers, list only the drawings referenced in the plan set. Additional references made to standard drawings from a standard drawing are not listed.

304.7 Completing the Title Sheet

Edits to the title sheets are required at each phase of the project. When the project is at the final stage, the required title sheet edits generally come from the Roadway specification writer while they are compiling the completed project plan sheets. Final title sheet PDFs are normally not created until the specification writer has received all PDF plan sheets from all disciplines working on the project.

304.8 "V" Number

The "V" Number is a file number for the A-H, and Q-Z series plan sheets. The "V" Number format is "##V-###". The **V Number** Ribbon Button is available by selecting the dropdown arrow next to the **Titleblock Text** Ribbon Button in the **Titleblocks** Ribbon Group on the **Sheet Tools** Ribbon Tab in the **ODOT Plan Sheet Creation** Ribbon Workflow.

Near the end of project development, a "V" number is assigned to the project. The "V" Number is requested by completing the form 734-2623 MAPP Center Document Number Request. "V" Numbers are not assigned more than 90 days before the schedule project bid opening date.

Local Agency projects that do not intersect or touch the state highway system do not receive a "V" number. Use "Local System" in the "V" Number location.

Figure 304-28 Example V- Number

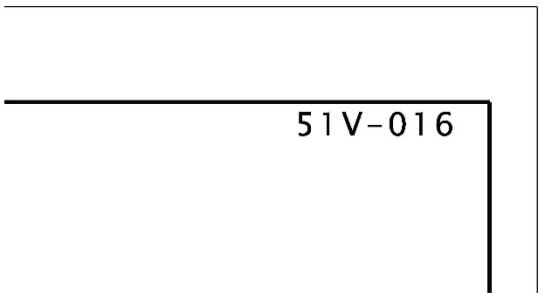
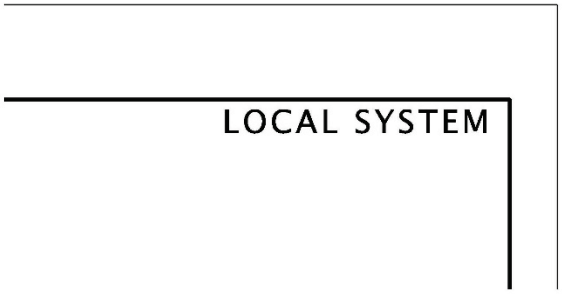


Figure 304-29 Example Local System Project



Section 305 Additional "A" Series Sheets

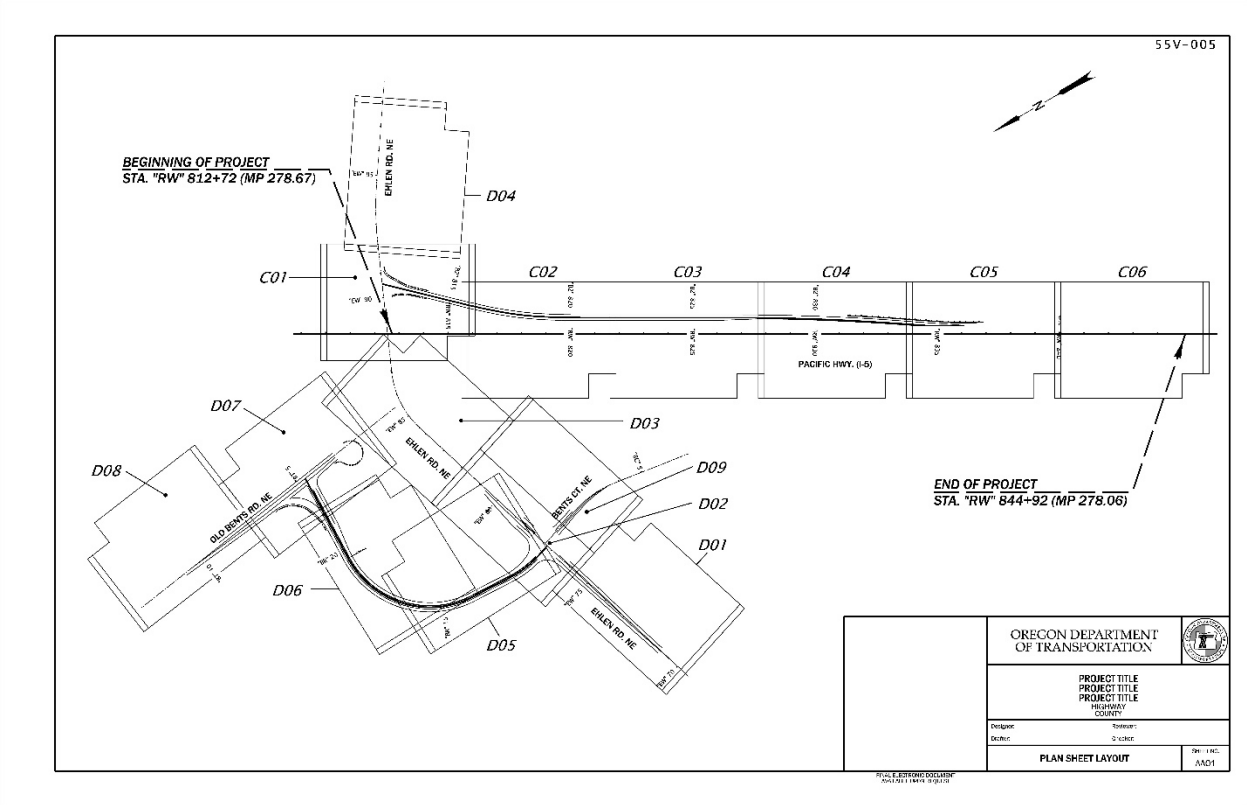
When a project has additional plan sheets in the "A" series, Layout sheets or Survey Data sheets, it is recommended that a second letter is used for each group of plans. For example, Roadway layout sheets would use AA# sheet numbers, the geotechnical layout sheets would use AB# sheet numbers, and Survey Data would use AC# sheet numbers. Sometimes a sheet will get added or removed during project development. Using an additional letter to group these additional "A" series plan sheet will limit the number of sheets that are renumbered during the development of the project. The additional letters are not fixed with the group, but dynamic with the project.

305.1 Roadway Plan Sheet Layout

The Roadway Plan Sheet Layout is included in the "A" series, following the index of sheets and the standard drawing list. The Plan Sheet Layout should be used on more complex projects where multiple alignments are shown and match lines are used. The Roadway Plan Sheet layout may be more than one sheet.

The entire project area is shown with labeled outlines of the various plan sheets. The Plan Sheet Layout gives the user a quick overview of the project and approximate number of plan sheets to view.

Figure 305-30 Roadway Plan Sheet Layout Example



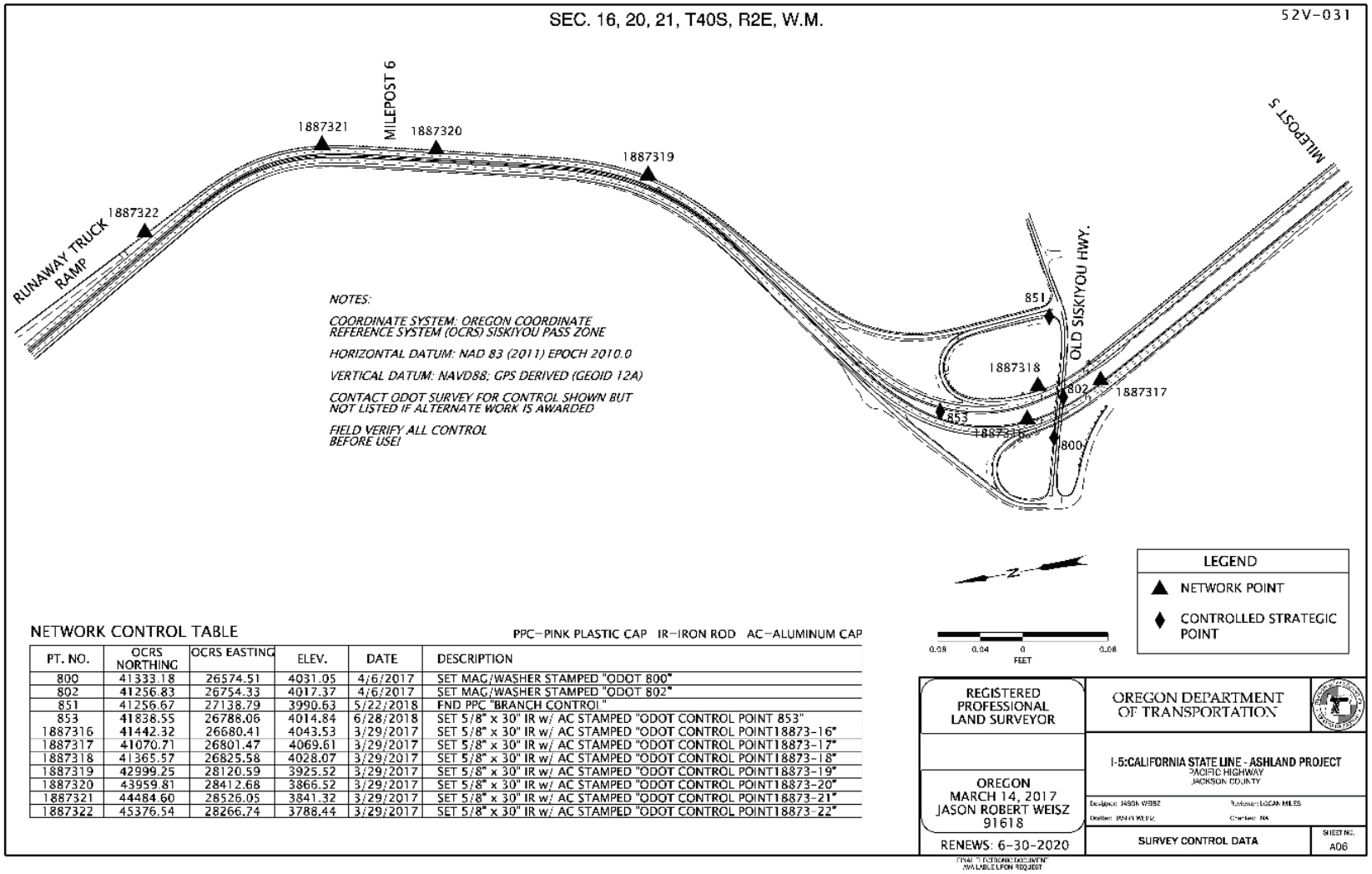
305.2 Geotechnical Exploration Location Index

When project geotechnical data relates only to the roadway design, a Geotechnical Exploration Location Index is included in the "A" series plan sheets. See the Geo, Hydro and Environmental CAD Manual for information about the Geotechnical Exploration Location Index.

305.3 Survey Control Data Sheet

The Survey Control Data Sheets are developed by the Survey discipline and placed in the "A" series plan sheets following the Geotechnical Layout sheets.

Figure 305-31 Survey Control Data Sheet Example



Section 306 Checklist

Title Sheet Check List

- ☐ Scope of work
- ☐ Project title, Highway name, County name
- ☐ Bid let date
- ☐ "V" number or "Local System"
- ☐ State map and project arrow
- ☐ Attention stamp for "Oregon Utility Notification" and "Safety First"
- ☐ Overall length of project (Remove for multi-site project)
- ☐ Consultant that prepared the plan set
- ☐ Oregon Transportation Commission listing of names
- ☐ "Approving Authority" name and title
- ☐ Title block, sheet numbers, and Federal Aid number or "STATE"
- ☐ Township and range
- ☐ Vicinity map with project location highlighted
- ☐ EA charge number in margin of sheet A01
- ☐ Index of sheets
- ☐ Standard drawing numbers used in project
- ☐ R/W map number