MAPP CENTER
DOCUMENT NUMBER REQUEST

Oregon Department of Transportation

Use this form if you are creating new documents for ODOT and need an identifying number.

Instructions

Contract plans:

Federally-funded projects require "Federal Aid" numbers. To obtain a Federal Aid number, use the link below and follow the instructions on that page. This usually takes one to two work days to complete. Once a Federal Aid number is obtained (if required), return and submit a request for a Contract Plans (V) number.

Federal Aid Number Request

Contract Plan (V) numbers are assigned no more than 90 days before a bid opening.

Complete the "Contract Plans (V) Number Additional Information" section that appears when you click the Contract plan "V" number box below.

Drawing sizes

A = 36" width x 200" length

B = 24" width (standard) x 200" length

1R-4 = 11" x 17"

1R-3 = 12" x 24"

Drawing types

Federal exhibit – BLM, Forest Service

Located line – Highway RW on located line

Miscellaneous RW – Non-highway RW (example: quarry)

Right of Way – Right of way for highway (no CL)

RR Encroachment – Special exhibit used to negotiate with railroad

Survey Approval – Exhibit map for declaring new roadbed

Contact information

NAME	ORGANIZATION/COMPANY	DATE
E-MAIL ADDRESS		PHONE

Request information

THIS REQUEST IS FOR (CHOOSE ALL APPLICABLE)

☐ Field book number   ☐ Right of way (RW) drawing number*   ☐ Contract Plans "V" number**

Project information

Provide as much information as you have:

PROJECT NAME	COUNTY	KEY NUMBER	TOWNSHIP	RANGE	SECTION
ODOT HIGHWAY NAME	ODOT HIGHWAY NUMBER	BEG MP	END MP	NEAREST CITY	

*Additional information needed for RW drawing number request

DRAFT DATE	DRAWING SIZE	FIELD BOOK NO.	DRAWING TYPE	MAP SCALE

**Additional information needed for Contract Plans "V" number request

FEDERAL AID NUMBER	BID OPENING DATE	REGION

Notes and comments

ADDITIONAL NOTES AND COMMENTS