

WFLHD SUPPLEMENT 9.6.5-1

9.6.5 STANDARD FORMAT FOR PLANS

Supplement [Section 9.6.5](#) of the PDDM with the following:

Prepare project plans in WFLHD using the guidance provided in this section and the PDDM. Following these guides will produce plan sheets that are accurate, neat, presentable, and that will reproduce legibly. The following sections detail the format, drafting standards, and organization of the plan sheets into a PS&E assembly.

9.6.5.1 Format

Prepare all plan sheets using a CADD system. MicroStation from Bentley is the current FLH standard CADD package. There may be some exceptions, e.g., conceptual drawing, architectural renditions, emergency projects, etc., to accommodate special needs of internal sections or cooperating agencies, but these should be few in number. When manual drafting becomes necessary, it should be accomplished in a manner that duplicates the appearance of CADD drafting to the extent possible.

[Figure 1](#) shows a listing of sample plan sheets prepared using the guidance in this section. Shaded boxes show the recommended text styles or fonts (FT), text sizes (TX), line spacing (LS), level, line style (LC), weights (WT), and color (CO) to be used in the preparation of the plans.

See [Section 9.6.5.1](#) for information regarding standard plan sheet sizes.

9.6.5.2 Drafting Standards

The use of drafting standards establishes uniformity and quality in the drafting of contract plans. Use care in laying out details when placing text on a plan sheet. The relationship between the text and what it applies to must be clear.

Notes on plan drawings should clarify the drawing and provide necessary information for a complete understanding of the work. Notes shall be clear, concise, descriptive and as brief as possible to convey the message. Plan drawings must not include instructions covered in the *Specifications*. Duplicate information in the contract documents (plans and specifications) should not be presented, to avoid potential conflicts and ambiguities especially if changes are made later to only one of the documents. Do not highlight (repeat) requirements of the specifications on the plans, or repeat the requirements of the FP within the SCRs. Such highlighting may unintentionally diminish the importance of other contract requirements.

Place text with the correct style and at the size specified. Proper spacing between figures, symbols and words will assure clarity, improve neatness and increase accuracy.

Deviations from these guidelines are acceptable provided basic drafting practices are followed, and the deviation will improve the drawings. There are situations where the size and weights should be adjusted to emphasize or clarify specific information on a plan sheet. For example, centerline stationing along the plan alignment may require a heavier weight for clarity where culture or other background data tends to clutter the drawing.

9.6.5.2.1 Line Work

Use line weights to accent the proposed construction work. Select the correct level, line style and weight and use them in the correct relationship to other lines on the plans. Make a good, clear delineation of all lines so the proposed work will stand out in contrast to existing features.

Do not draw hidden contours under a structure with the long dash line style (LC=3). Use the medium dash line style (LC=2) instead. Show hidden lines of structures with the same style.

Do not place lines, hatching, or patterning through words or figures. Place hatching at approximately 45-degree angle to the object being hatched.

See [<figure needed?>](#) for standard line weights, styles, and colors.

9.6.5.2.2 Lettering

When placing text on plan sheets, do not crowd other information. Carefully choose locations for text labels that are as close as possible to the point of application. In general, show text labels identifying proposed work one line weight heavier than the text for existing features. Place text in a manner such that it is not upside down. Text is to be legible when the plan set is oriented either 1) with the binding on the left side of the plan set or 2) with the binding on the top of the plan set (rotated 90 degrees clockwise). Text orientation should be consistent on individual sheets.

Do not use the letters "I," "O," "N," or "Z" as cross-section indicators. I and O resemble symbols shown on drawings and N and Z are the same shape, but oriented 90 degrees. When you reach the end of the alphabet, use AA, BB, etc. Place the section letters at the end of the section arrow, not on one side.

Use abbreviations on plan sheets only where there is not enough space to spell out the word. In instances where the meaning of an abbreviation appears doubtful, the word should be spelled out. Do not capitalize abbreviations unless the word or words represented are ordinarily capitalized, or unless the abbreviation itself has become established as a capital letter, such as N for north. A period usually follows each part of an abbreviation that represents a single word. This aids in quick interpretation of an abbreviation, such as "a.m.", not "am". The exception to a period following an abbreviation is with units of measure where periods are not used. The abbreviations shown on the "Plan Symbols and Abbreviations" sheet in Figure I have been adopted for use on plan sheets. Other

abbreviations may be used as long as they are in common usage (e.g. units of measure, misc., i.e., etc. ...) or defined in the contract.

MicroStation text styles have been set up to automatically set the text font and justification. Text size and line spacing must be set separately. See [Figure A](#) for text style usage information.

Figure A – Text Style Usage

Style	Usage
Normal (<i>modifier</i>)	Default style used for drawing and table text. No modifier indicates left justified text. Font: Verdana italicized
Straight (<i>modifier</i>)	Vertical text used in mapping and border cell text No modifier means left justified text. Font: Verdana
<i>Modifiers for above:</i> Center: Right: CC: Title:	Center Top justified Right Top justified Center Center justified Bolded text justified Center Center.
Estimate (US Customary or Metric)	Used for the Summary of Quantities. Font: Microstation font 3
Area Name	Agency text in title sheets. Font: Times New Roman
Font: Arial	Used for highway sign text

Standard lettering sizes are shown in [Figure B](#). Text line spacing (LS) should generally be half of the text size. Line spacing normally equals the text size for table body text.

Figure B – Lettering Sizes

METRIC UNITS	Plot scale			Less used
	Standard size Scale	1:2000	1:1000	
Corresponding Full size Scale	1:1000	1:500	1:200	1:250
Minimum text size	2	1	0.4	0.5
File location and date	2.5	1.25	0.5	0.625
Sheet number block	3	1.5	0.6	0.75
Small text	3.5	1.75	0.7	0.875
Normal text size	4	2	0.8	1.0
Large text	4.5	2.25	0.9	1.125
Drawing minor headings	5	2.5	1	1.25
Drawing major headings, NOTE: and FOOTNOTE: text, Standard/Detail Title block text	6	3	1.2	1.5
Title block text	8	4	1.6	2
Plan/Profile length per sheet (m)	700	350	140	175

NOTE: Multiples of the plot scales (e.g. 1:4000, 1:20, 1:100, etc.) are also acceptable.

US CUSTOMARY UNITS	Plot scale			Less used
	Standard size Scale	1" = 200 ft	1" = 100 ft	1" = 40 ft
Corresponding Full size Scale	1" = 100 ft	1" = 50 ft	1" = 20 ft	1" = 30 ft
Minimum text size	8	4	1.6	2.4
File location and date	10	5	2	3
Sheet number block	12	6	2.4	3.6
Small text	14	7	2.8	4.2
Normal text size	16	8	3.2	4.8
Large text	18	9	3.6	5.4
Drawing minor headings	20	10	4	6
Drawing major headings, NOTE: and FOOTNOTE: text, Standard/Detail Title block text	24	12	4.8	7.2
Title block text	32	16	6.4	9.6
Plan/Profile length per sheet (ft)	<i>3000</i>	<i>1500</i>	<i>600</i>	<i>900</i>

NOTE: Multiples of the plot scales (e.g. 1" = 20 ft, 1" = 400 ft, etc.) are also acceptable.

Place text labels with a leader line and filled arrowhead by using the built-in "Place Note" function. Use the Dimension Styles shown in [Figure C](#) to create labels and dimensions. This increases drafting speed and maintains uniformity.

Figure C – Dimension Styles

Description	Description
Metric	Basic dimension and label style. Automatic dimensioning set up for Metric units.
US Customary	Basic dimension and label style. Automatic dimensioning set up for US Customary units.
Decimal	Basic dimension and label style
Dot	Label with "dot" arrow terminator
Quantity	Larger quantity arrow for excavation and embankment

Use a "Footnote" to supplement labels where insufficient space is available at the label location. Use a "Note" for general information that is relevant to the entire sheet. Do not use the term "General Notes". When possible, place Notes and Footnotes on the right hand side of the sheet with Notes placed above Footnotes.

Write numbers with commas separating millions or thousands (i.e. 99,999 rather than 99999 or 99 999).

9.6.5.2.3 Color

Color may be used to clarify complex plan and profile sheets. Color plan and profile sheets should be considered for complex projects. When used, color plan sheets should be distributed for plan reviews and construction sets. Color plans will not normally be distributed to bidders. Shades of gray may also be used to clarify plan sheets. See [Figure D](#) for standard colors to be used for colored plan and profile sheets. By default color plotters will plot colors as they appear in the CADD drawing. Special pen tables are available that will plot drawings using the standard colors. These pen tables are set to “fade” and/or turn “gray” the existing features (levels E_*).

Figure D – Standard Colors

CADD Color	Plotted Color	Feature
CO = 0	Black	Information not listed below
CO = 1	Blue	Water (river and streams) (LV = E_HYD_)
CO = 2	Green	Trees (LV = E_VEG_)
CO = 3	Red	Proposed centerline (LV = P_HAL_), construction cut and fill limits (LV = P_RDW_Slope_Stake_Limits), and profile grade (LV = P_VAL_)
CO = 79	Purple	Proposed ROW (LV = P_RW_)
CO = 0	Gray	Existing features (LV = E_, selected)
CO = 137	Brown	Major contours (LV = E_GEO_Index_Contours)
CO = 6	Orange	Minor contours (LV = E_GEO_Intermediate_Contours)

9.6.5.2.4 Levels

Specific levels have been set up for various functions and roadway elements as shown in below. Place elements on the levels that best describe the element’s purpose. [See <should we create a web page describing the level library>](#) for a complete listing of all levels.

Figure E – Level Library Summary

Level	Description
D_Details	Geometry for general details
D_Dimensions	Notes, labels, and dimensions. Dimension elements are automatically placed on this level when using the Dimension Styles.
D_Tables	Tables
D_Sheet, D_WFL_Arch	Level for sheet borders.
D_WFL_Border	
D_ (others)	

Level	Description
E_	Existing Features
E_CR_	Cultural Resources
E_GEO_	Existing ground features
E_HYD_	Existing hydraulic features
E_MAP_	Existing mapping
E_NR_	Existing wetlands and vegetation
E_PLM_	Existing planimetrics
E_RDW_	Existing roadway edges
E_ROW_	Existing right-of-way and property lines
E_SUR_	Surveying information
E_VEG_	Existing vegetation
E_UT_	Existing utilities
P_BRG_	Proposed bridges
P_EC_	Erosion control
P_EOP_	Proposed roadway edges
P_GPK_	Geopak elements
P_HAL_	Proposed horizontal alignments
P_HYD_	Proposed hydraulics and culverts
P_LA_	Proposed landscaping
P_MISC_	Proposed miscellaneous features
P_NR_	Proposed wet land mitigation
P_RDW_	Proposed roadway appurtenances
P_SMD_	
P_STR_	Proposed minor structures
P_TC_	Proposed traffic control
P_UT_	Proposed utilities
P_VAL_	Proposed vertical alignments
X_	Geopak criteria levels
AUX_	Auxiliary levels for elements not otherwise categorized

9.6.5.2.5 Stationing

Do not use "Station" or "Sta" as a prefix to station numbers. Any numbering including a plus sign (for example 2+959 or 30+00) is understood to be a station number.

9.6.5.2.6 CADD Filenames

CADD filenames will be unique, each containing a reference to the project followed either by a 4-character roadway design file type or a 2-character plan sheet type:

<PRMS unique designation> + <design or sheet file type> + .dgn

See the [PRMS Lookup and File Name Generator](#) utility to obtain the PRMS unique designation. All MicroStation design files will use the default extension DGN.

Most plan sheets are created with references to other roadway design files that contain the planimetrics (existing ground features), contours, and new work. Use the four-character suffixes shown in Figure F to describe these roadway design files. The final character(s) are reserved for a sequential number (e.g. *PLM1.dgn, *PLM2.dgn, etc.).

Figure F – Design File Type Designations

PLM	Planimetric files contain the existing physical features along the project corridor. Some WFLHD color pen tables are set to plot the existing features "gray".
CON	Contour files contain the surface lines representing points of equal elevation. WFLHD plotters (black/white and color) are set to "fade" the contours.
PRW	Property and R/W files contain the property lines and existing right-of-way information. After the proposed right-of-way is identified, this preliminary file is revised and returned to Project Development as a proposed right-of-way file. This file either has an extension of ROW.
ROW	Proposed R/W files contain existing property lines and both the existing and proposed right-of-way information.
HA	Contains horizontal alignments. Use a 2 character number at the end of the "HA" extension. (e.g. *HA01.dgn, *HA02.dgn, *HA03.dgn, etc.)
VA	Contains vertical alignments. Use a 2 character number at the end of the extension similar to the "HA" files.
SHP	Contains the superelevation shapes
PAT	Contains the cross-section pattern lines.
XS	Contains the cross-sections. Use a 2 character number at the end of the extension similar to the "HA" files.
DSL	Three-dimensional file containing the discontinuity and scan lines
DTM	Three-dimensional file containing digital terrain models created from project triangulation (TIN) files.

Use the following two-character suffixes to indicate the plan sheet's function.

Figure G – Plan Sheet Type Designations

AA-AZ	Title Sheets and Vicinity Maps	NA-NZ	Temporary Traffic Control
BA-BZ	Summary of Quantities	OA-OZ	Landscaping
CA-CZ	Typical Sections	PA-PZ	Permanent Traffic Control

DA-DZ	Erosion Control	QA-QZ	
EA-EZ	Drainage Tables and Details	RA-RZ	
FA-FZ	Plan/Profile sheets	SA-SZ	Miscellaneous Details
GA-GZ		TA-TZ	
HA-HZ	< reserved >	UA-UZ	
IA-IZ	< unused >	VA-VZ	< reserved >
JA-JZ	Right-of-Way	WA-WZ	Walls
KA-KZ		XA-XZ	
LA-LZ	Line Graphs	YA-YZ	Cross Section Sheets
MA-MZ	Material Sources	ZA-ZZ	

See sample sheets in [Figure I](#) for examples of filenames.

9.6.5.2.7 Cell Libraries

Graphics that are used on a consistent basis such as plan sheet borders, key maps, and symbols are located in cell libraries. Cell libraries are located on the WFLHD network and on the [WFLHD Design](#) pages.

9.6.5.3 Organization of Plans

Organize plan sheets to show a logical progression of the project work. Group plan sheets according to their type and give each section a sequential letter.

Follow the section order shown in Figure H. On most projects reserve Sections A, B, C, and D for the categories shown. Section E and following may be modified or deleted as applicable to the specific project. Other sections may be added as necessary. Sections should have sequential lettering. Designers should decide on an arrangement that best fits their needs within the guidelines. For instance, on a project that consists only of scattered work sites it may be advantageous to have a section for each site.

Number plan sheets consecutively within each section. Place tabulation of quantity sheets at the beginning of the section that shows the work item except as noted. The following discussion describes the content of the major sections.

Place a margin block containing the designer's name, checker's name, filename, and date on each project specific plan sheet.

Figure H – Sample Index to Sheets

INDEX TO SHEETS	
A. GENERAL INFORMATION	<i>All projects</i>
A.1 Title Sheet	
A.2 Plan Symbols and Abbreviations	
A.3 Vicinity Map	
	<i>As applicable</i>

INDEX TO SHEETS	
<p>B. SUMMARY OF QUANTITIES B.1-? Summary of Quantities</p>	<p>All projects</p>
<p>C. TYPICAL SECTION C.1 Tabulation of Typical Section Quantities C.2 - ? Typical Sections</p>	<p>Most projects <i>Typical Sections and Tabulations may be on same sheet</i></p>
<p>D. PLAN-PROFILE D.1 Tabulation of Plan-Profile Quantities D.? - ? Plan-Profile Mainline D.? - ? (Others if applicable)</p>	<p>Most projects <i>May be renamed "LINE GRAPH" or other type of plan sheets as applicable.</i></p>
<p>E. APPROACH ROADS AND PARKING AREAS E.1 Tabulation of Approaches and Parking Area Quantities E.2 - ? Parking Area Plan E.? - ? Parking Area Details</p>	<p><i>Option: Could be split into two or more sections. May also be included in the Plan-Profile section.</i></p>
<p>F. SOIL EROSION CONTROL F.1 Tabulation of Erosion Control Quantities F.2 Erosion Control Plans F.3 Section 157 Standard Drawings</p>	
<p>G. MATERIAL SOURCES G.1 Material Source Details</p>	
<p>H. DRAINAGE H.1 Tabulation of Drainage Quantities H.2 Drainage Cross-Sections H.3 - ? Section 602 Standard Drawings H.? - ? (Other standard plans as appropriate)</p>	
<p>I. SAFETY FEATURES I.1 - ? Section 617 Standard Drawings</p>	<p><i>Or other category, use same format</i></p>
<p>J. FENCES, GATES, AND CATTLE GUARDS J.1 - ? Section 619 Standard Drawings</p>	
<p>K. MISCELLANEOUS</p>	<p><i>Drawings that fit no where else</i></p>
<p>L. WETLAND MITIGATION L.1 Tabulation of Wetland Mitigation Quantities L.2 Wetland Mitigation Plans L.3 Wetland Mitigation Details</p>	
<p>M. LANDSCAPING PLANS M.1 Tabulation of Landscaping Quantities M.2 - ? Landscaping Plans M.? Landscaping Details</p>	
<p>N. TEMPORARY TRAFFIC CONTROL N.1 Tabulation of Temporary Traffic Control Quantities N.2 Detour Plans N.3 Temporary Signing N.4 Temporary Traffic Control Details</p>	
<p>O. PERMANENT TRAFFIC CONTROL O.1 Tabulation of Permanent Traffic Control Quantities O.2 Signing and Striping Plans O.3 Signing and Striping Details</p>	

INDEX TO SHEETS
P. BRIDGE CONSTRUCTION DETAILS
P.1 - ? Bridge Drawings

9.6.5.3.1 Title Sheet

The *Title Sheet* serves to identify the location and limits of the project so bidders can find it in the field. Descriptive terms appearing on the title sheet should be readily identifiable by the topography, culture, or by use of State highway maps. Details that help to clarify the limits of the work or provide data needed to conveniently bid the work are encouraged. The following items should be included on the title sheet:

- Title and project designation (matching information in PRMS)
- Project length
- State, county, city/town, National Forest/Park, etc.
- Key map of the State showing project location
- Index of sheets with all sheet descriptions matching the sheet's title block.
- Design classifications such as the current Average Daily Traffic (ADT), design year ADT, directional distribution (D) when available, percent trucks (T) when available, design speed (V) and maximum superelevation rate (e)
- Design consultant logo (if applicable). Place logo in lower left corner and ensure that the logo is not larger than two-thirds the size of the FHWA logos. Do not show an address or phone number on the logo.
- Consultant PE stamp (if applicable)
- Provisions for dates and signatures of the appropriate approving officials
- Standard specifications to be used on the project
- Project Location Map (See below for more details)

Prepare the project vicinity map using a scale ratio of 1:100,000 or larger. Show the project area, the nearest towns appearing on a State highway map, other roads, railroads, major streams, etc. In instances where sufficient information cannot be placed on the project vicinity map to adequately identify the project work, prepare additional vicinity maps on separate sheets. Additional details that help to clarify the limits of the work or provide data needed to conveniently bid the work are encouraged.

In addition to the above information, show the following on the project vicinity map:

- Distance from the project to nearest cities and towns linked to project termini
- North Arrow
- Location Map scale bar
- Beginning and ending stations or termini
- Schedule boundaries (when applicable)
- Material sources (when applicable)
- Disposal sites, stockpile sites, and storage areas (when applicable)
- Staging Areas (when applicable)
- Water sources (when applicable)
- Offsite Mitigation (when applicable)

9.6.5.3.2 Plan Symbols & Abbreviations

The Plan Symbols & Abbreviations sheet details all of the standard plan symbols and abbreviations currently in use by the WFLHD. This sheet is designated as Detail W(M)101-1. The symbols sheet was developed using the cells from the WFLHD cell libraries. Scale and cell name may be determined using Microstation's command "element information" on symbols in this sheet.

When a special symbol is required that is not included on this sheet, show it in a legend on either the first plan sheet where the symbol appears or on the left side of the first plan-profile sheet. Abbreviations not shown may be placed on the plans similar to the way symbols are placed or may be added to the contract as a special contract requirement under Subsection 101.03 Abbreviations.

The symbols and abbreviations should not be changed on a project-to-project basis. When a change is required in the Plan Symbols & Abbreviations sheet to satisfy WFLHD's needs, change the master file so all future projects will have the same symbols and abbreviations. This prevents the need to check all the data on the sheet for every project. This documentation supporting the design exception decision should be prepared at the earliest possible point in the design process and must become a part of the PS&E package presented to the owner agency.

9.6.5.3.3 Summary of Quantities

The Summary of Quantities tabulates, combines, and summarizes the contract quantities for all pay items. This summary informs prospective bidders where to locate work within the plan sheets, the difference between plan quantities and bid schedule quantities, if any, and expands on contract bid schedule information. It also serves as a helpful checklist to the designer to ensure that all elements of the design receive consideration.

This is generally one of the last plan sheets prepared in final form. The contents of this sheet are automatically generated using the Engineer's Estimate program. All the pay items are listed in numerical order and identified by appropriate descriptions. The bid schedule quantities duplicate those in the contract. Show any pertinent information by the use of remarks or footnotes at the bottom of the summary plan sheet. Items of work paid for under the contract quantity provision of Section 109 should be identified when preparing the engineer's estimate.

In the preparation of the Summary of Quantities Sheet or the Tabulation of Quantities Sheets, always spell out the pay unit the way it is shown in the FLH master pay item list. Symbols for pay units are expressed without periods (e.g., m [ft], m² [SQFT], kg [lb], etc). Conformity with the information shown on the Plan Symbols and Abbreviations Sheet will improve the consistency of a set of plans.

9.6.5.3.4 Typical Sections

The Typical Section shows the shape of the finished cross-section with the construction limits, and represents the appearance of the completed project. It must be specific enough to describe the proposed work, its location, and material needs. Identify all functional elements of the typical section to a relative scale. Show widths in meters [feet] and show thickness or depth in millimeters [inches].

Use standard terminology matching the FLH Standard Drawings and the FP for features and pay items. Identify the following on the typical section:

- Indicate the location of the "Travel Way" and "Shoulder" on all sections where applicable
- Identify the typical section as "Mainline", the roadway name, or a specific approach road, along with the applicable stations (if more than one section), or companion site name by including a subtitle with each typical section.
- Use a "bubble" detail to clarify complex pavement structures.
- Use the full bid schedule item name to call out pavement structure features.
- Where an additional section uses the same pavement structure as the mainline, reference the mainline typical for surfacing depths (e.g. See Mainline Typical). This will reduce errors should the typical sections change during the development of the design.
- Include a curve widening table on the typical section if applicable. No slope ratio table is required.

Provide a slope rounding detail separate from the main line typical section. Show details for both the cut and fill slope rounding (if used). Separate details eliminate the need to duplicate these details on each typical section. Generic typical sections may be used to show different pavement structures and/or lane width/shoulder dimensions in one section to reduce the number of typical sections. Generic sections should be identified by TYPE (e.g. "Type 1" and "Type 2") using a table to describe the approach road station, type, class, roadway width, radiuses, etc.

Include the following notes as applicable:

- Superelevate roadway on curves at the rate 'e' as indicated on the Plan and Profile curve data.
- Construct slopes as shown in the Staking Report (see FAR 52.236-4).
- For cut heights less than the behind slope rounding distance (B), reduce the B dimension to the cut height dimension and reduce the front slope rounding distance proportionally.
- Apply [half of curve widening equally to both traveled ways] OR [full curve widening to inside travel way]. Curve widening is reflected in the field notes.

Place the tabulation of pavement structure quantities either on the typical section sheet or on the first sheet of this section. Show the estimating values (i.e. t/m³, lb/ft³) in the table for each item. (Refer to the Project Development Manual Section 9.4.10 for the appropriate significant figures.) See Plan-Profile Tabulation of Plan Quantities section for more information on tables.

9.6.5.3.5 Plan-Profile

Under this subject area, the designer may incorporate plan and profile sheets, plan sheets, line graphs, or other descriptive sheets that describe the proposed work.

Tabulation of Plan Quantities. Place quantity tabulations for items pertaining to the plan sheets (i.e. roadway obliteration, roadway excavation, guardrail, fence, etc.) either on the first plan sheet or on a separate tabulation sheet before the plan sheets. These tables aid the bidders in precisely locating the work areas and determining the effort required to perform the work.

Tabulation of quantities sheets consist of detailed summaries of work items presented in a tabular format. It provides bidders with more detailed information on the location and extent of the work required than can be shown on the summary of quantities sheet. Tabulations should show how a quantity is developed, not just repeat the quantity shown in the Summary of Quantities. Arrange the tables by increasing pay item number. Tables may either be drawn using CADD software or created in a spreadsheet made to look like a normal plan sheet. The WFLHD cell library (work_dd.cel) includes a table cell called "table3" which may be used or referred to as a guide. Sample spreadsheets are also available as guides.

Plan and Profile. Prepare plan and profile sheets at a scale that is adequate to show the necessary details as governed by the topography and the complexity of the work. Plans usually have a horizontal scale of 1:2000 [1" = 200 ft] when prepared on a standard size sheet. Larger or smaller scales may be used depending on the amount of detail to be shown. Profiles have the same horizontal scale as the plan, but the vertical scale should have an exaggeration of 5 or 10 times the horizontal scale.

When laying out plan and profile sheets, avoid dividing major structures, highway intersections, interchanges, or grade separations between sheets. Use supplemental sheets as necessary to make these drawings as clear as possible. Leave approximately a third of the first plan-profile sheet blank. Leave a similar blank space after the end of project on the final plan-profile sheet. Use the blank space on the first plan-profile sheet for project specific legends, utility information (name, type, contact and phone number) and other miscellaneous information beneficial to the contractor. Except for the first and last sheet attempt to place 700 meters [3000 feet] on a sheet, at 1:2000 scale [1"=200 ft], and break sheets at even 100 meter station [10 stations] numbers. Increasing stationing runs from left to right.

2. Plan View. Show the following information on the plan view:
 - A prominent North arrow for orientation on each sheet.
 - All boundary lines, State, county, city, township, and section lines. Where ties are shown to section corners that fall off the sheet, break the line and show the corner with tie distance. Describe found corners and show their coordinates. Also show streams, lakes, swamps, estuaries, etc.

- Include contours on complex projects on an as-needed basis. Fade or fade and color contours when plotted.
- When available show control point (CP) coordinates in a Control Point Table. Use a CP symbol and symbol number on the plan view.
- Station coordinates and elevation of the beginning of the project and the end of the project on the first and final plan-profile sheets, as appropriate.
- Include clear and concise labels and notes in the plan view. Ensure they are short and to the point. Utilize special details and special contract requirements to clearly define the work to be performed.
- On all sheets show the construction limits, access control lines, easements, and right-of-way lines. Within the right-of-way, show all cultural features requiring relocation, such as utilities and fences (when not on the right-of-way line). Identify all ownerships for right-of-way purposes. Show all drainage structures. Show any cultural features adjacent to the right-of-way that may be affected by the project.
- Curve data consisting of delta angle, radius of curve, tangent length, length of curve, and super-elevation should be shown. Curve widening may also be shown at this location. For spiral transitions, the spiral angle and length of spiral should be shown. Identify the station (0+000 or 0+00) at least 5 times per sheet along the centerline. Show bearings of all tangents.
- Show the location of borings, test pits, or other sites where subsurface investigations have been made on the plan portion of the plan-profile sheet. Do not show actual log or test results on the plan-profile. Use separate plan sheets for this data.
- Graphically show the proposed locations of culvert pipe (drawn to approximate skew), guardrail, wall, and other proposed work items. Where these items are called out in the profile view, no note is necessary in the plan view. Call out proposed work items either in the plan or profile view. Show exact station limits of proposed features in tables where applicable.
- Call out removal items and roadway obliterations with a note and show in a table as applicable.
- Include contours on complex projects on an as-needed basis. Fade or fade and color contours when plotted.
- Include companion site's (turnouts, parking areas, etc.) mainline stationing, centerline, outline, and cut/fill limits. Include approach road symbols.

Profile View. On the profile portion of the plan-profile sheets show the profile grade and existing ground lines. Show vertical curve information including station, elevation, length, and curvature ("k" value). Place a note indicating the profile grade and existing ground lines. Show gradients on the profile to four decimal places, grade elevations to two decimal places, and natural ground points (if any) to two decimal places. Show vertical and

horizontal clearances for railroads, highways, and streambeds under proposed and existing structures.

Also show the following information on the profile view:

- Identify locations for items such as underdrain, subexcavation, and special ditches within the profile view with a bar graph (preferred) or plan view (acceptable). Show exact stations, lengths, elevations, and other information in a summary.
- Place a note at the approximate locations of pipe culverts listing the size of the pipe culvert. It is not necessary to show pipe culvert symbols. Note exact station and lengths in drainage summary. Include Q25 and HW/D ratio for 1200 mm [48 inch] culverts and larger.
- Show bridges and major structures to be constructed on the plan and profile in outline only, with a note to see the appropriate drawings.
- Show the approximate location of guardrail on profile by using a bar graph. Use circles at end of bars with notation stating terminal end section type. Exact stationing is not required on the profile, but should be placed in a summary.
- Include a quantity bar showing unadjusted excavation and embankment quantities. Break the earthwork bars at the end of runs (i.e. If no earthwork is generated or required over a portion of the project, don't show the quantity bar in that location).
- Show proposed work items that have not been called out in the plan view.

9.6.5.3.6 Associated Roadways

Plans, profiles, and details for approach roads, parking areas, turnouts, and other associated roadways may be placed in a single section or in multiple sections as appropriate. It may be appropriate to include approach road plans with the mainline plan and profile sheets. The designer should make the plans clear to the intended audience.

Use unique stationing for designed approach roads and secondary roads. Ensure that the stationing is different than stationing found on the mainline (e.g. the first approach road begins with 1+000, the second approach road begins with 2+000, etc...). Label matching stations where the designed approach road or secondary road intersects the mainline (e.g. M.L. 23+59 = Appr. 1+00). Either use the abbreviations "M.L." and "Appr." defined on the Standard Symbols and Abbreviation sheet, or use the roadway names.

Provide elevations and coordinates for critical points within parking areas, if centerline and staking notes are not provided. Include note stating, "Elevations shown are to finished grade unless otherwise noted."

9.6.5.3.7 Erosion Control

The Erosion Control section consists of plans, detail drawings and standard drawings that detail the measures required to protect resources and to comply with permit stipulations. The plan sheet details should reflect Best Management Practices (BMP); comply with Erosion and Sediment Control on Highway Construction Projects, FHWA, 23 CFR Part 650, Subpart B.; and be in agreement with the stipulations in the National Pollutant Discharge Elimination System (NPDES) permit. Include erosion and sediment control plans for all applicable projects, not just large or complex projects. It is not satisfactory to leave the development of erosion and sediment control plans to the contractor or project personnel after project award.

As a minimum, erosion and sediment control plans should identify erosion and sediment sensitive areas and provide a mechanism for minimizing any adverse effects. The plan sheets should show the contours and proposed erosion control features. For complex and/or environmentally sensitive projects also include topsoil, permanent seeding, and mulching locations in the erosion control section rather than the plan profile section.

9.6.5.3.8 Materials Sources

When a material source is included, show the following:

- Baseline (Survey Data)
- Contours
- Disturbance limits
- Boundaries of the materials source
- Boundaries of main extraction area
- Maximum final slope ratio
- Rehabilitation Plan
- Geotechnical information
- Stripping notes
- Seeding plan
- Borehole locations
- Typical section for source development including benching requirements

See [Section 9.6.6.3.14](#) of the PDDM for more information regarding Reclamation Plans.

9.6.5.3.9 Drainage

This section consists of the Tabulation of Drainage Quantities, details of large culvert installations, headwalls, inlet and outlet treatments, fish passage requirements, energy dissipators, catch basins, manholes, and other drainage installations. Drainage standard drawings should also be included in this section.

The Tabulation of Drainage Quantities sheet lists all permanent culverts and related drainage data. Show the location of the drainage installation under the station heading. Show related data in the row across the sheet under an appropriate column heading. Total

the figures in the various columns to obtain the quantities to show on the summary of quantities sheet for the appropriate culvert item.

Provide drainage cross-sections for all culverts greater than 1200 mm [48 inches]. Show skew angle measured from a line perpendicular to centerline.

9.6.5.3.10 Other Sections

Provide separate sections for safety features (Items 617, 618, etc.), fences and related items (Items 619), walls, utilities and other items of work not described in other parts of the plans. These sections should contain the standard plans and other details pertaining to the work. Individual detail sheets that do not fit well into other sections may be placed in a Miscellaneous Details section.

9.6.5.3.11 Environmental Mitigation

Commitments for environmental mitigation features that are contained in the environmental documentation should be detailed as necessary and included in the project plans as Special Details and/or shown at the appropriate location in the plans.

Plan sheets for wetland replacement or mitigation are special drawings that detail all work required to ensure successful mitigation. These may range from simple sketches to elaborate contour grading and planting plans that conform to the commitments in the environmental document.

9.6.5.3.12 Landscaping and Revegetation Plans

When applicable, show special grading details, slope treatments, landscaping, salvage of vegetation, planting layout, plant installation details, irrigation, and other permanent landscaping features on separate plan sheet details for clarity and ease of use.

9.6.5.3.13 Temporary Traffic Control

Provide details to assure safe passage of traffic through a specific project construction zone. Use a table format to list the required traffic control devices and signs. For most low volume roads provide standard traffic control layouts that conform to the MUTCD. For areas with complex traffic control, graphically portray the striping and traffic control device locations. For projects with complex schedules, provide a complete work schedule summary showing work restrictions such as road closures and environmental restrictions either in the specifications or the plan sheets.

9.6.5.3.14 Permanent Traffic Control

Provide tables and details showing the permanent pavement marking, sign, object marker, and delineator locations. For complex areas provide a graphical plan showing the proposed striping and sign locations in addition to the tables.

9.6.5.3.15 Bridges

The Structural Design unit designs most bridges and other large structures. The designer will usually receive a complete set of bridge plans and accompanying draft Special Contract Requirements for insertion into the PS&E assembly. The bridge plans and roadway plan-profile sheets, and other plan sheets, must be crosschecked for compatibility and to ensure that stationing, gradients, elevations and other geometric details are identical. The notes on the bridge plans and the draft Special Contract Requirements must be reviewed and checked to eliminate any potential conflict with other provisions of the contract. Transfer quantities on the bridge plans to the summary sheet and assign item numbers as appropriate. Resolve any differences found during the review and number the bridge plans for insertion into the final package.

Structure sheets may be inserted into the plan package anywhere following the plan-profile sheets. They are often placed last in the plan package.

9.6.5.3.16 Contiguous Projects

A general plan or layout of contiguous construction projects may be beneficial to potential bidders in determining the cost of work on FLH projects. This is particularly true where another agency is constructing a project that will affect FLH contractors. It is essential that the relationship between the projects be well detailed on the plans.

There are instances where as-constructed plans should be included in the contract plan package. If a bridge or other structure is scheduled for salvage, a set of the as-constructed plans will greatly assist a contractor in determining the most effective method to disassemble the structure.

On occasion, right-of-way plans or utility plans may be too complicated to incorporate on the plan and profile sheets. They could be inserted into the plans under this subject area.

Figure I – Index of Sample Sheets

Sheet	Project	Filename	Description
Section A General Information			
A.1	ID PFH 62-1(1)	if06211aa.dgn	Title Sheet
A.1	WY PRA GRTE 10(9)	gr0109aa.dgn	Title Sheet
A.2	MT RRP CHRU 101(2)	mch1012ab.dgn	Plan Symbols and Abbreviations
A.3	WY PRA YELL 10(10)	ye1010ac.dgn	Vicinity Map
Section B Summary of Quantities			
B.1	ID PFH 56-1(1)	if0561da.dgn	Summary of Quantities
B.2	WA PRA OLYM 102(4)	ol1024da.dgn	Summary of Quantities

Sheet	Project	Filename	Description
Section C Typical Section			
C.1	AK PFH 9-1(9)	af0099ca.dgn	Typical Section
C.2	ID PFH 62-1(1)	if0621ca.dgn	Subexcavation Details
Section D Plan-Profile			
D.1	ID PFH 82-1(1)	if0821da.xls	Tabulation of Plan-Profile Quantities
D.2	WY YELL 10(9)	ye0109fa.dgn	Beginning of project
D.3	ID PFH 62-1(1)	if0621fb.dgn	Plan/profile
D.4	OR PFH 23-1(3)	of0233fc.dgn	Resume project
D.5	OR PFH 46-1(4)	or0464fd.dgn	Line Graph
D.6	WY YELL 10(9)	ye0109fe.dgn	End project
Section E Approach Roads and Parking Areas			
E.1	AK PFH 9-1(9)	af0099ta.dgn	Approach Road Plan with quantity summary, modified cell
E.2	WY PRA YELL 10(10)	ye1010tb.dgn	Parking Area Layout Details
E.3	WY PRA YELL 10(10)	ye1010tc.dgn	Parking Area Details
Section F Erosion Control			
F.1	ID PFH 82-1(1)	if0821da.xls	Tabulation of Temporary Erosion Control
F.2	AK PFH 9-1(9)	af0099qb.dgn	Temporary Erosion Control Plan
F.3	AK PFH 9-1(9)	af0099qb.dgn	Temporary Erosion Control Plan
Section G Materials Sources			
G.1	AK PFH 9-1(9)	af0099mc.dgn	Borrow Source
G.2	AK PFH 9-1(9)	af0099ma.dgn	Materials Disposal Site
Section H Drainage			
H.1	ID PFH 82-1(1)	if0821da.xls	Tabulation of Drainage Quantities
H.2	AK PFH 9-1(9)	af0099ea.dgn	Fish Passage Baffled Culvert
Section K Miscellaneous (These sheets could be broken into multiple sections)			
K.1	OR PFH 160-1(1)	of1601ra.dgn	Geotextile Reinforced Slope
K.2	AK PFH 9-1(9)	af0099rb.dgn	Gabion Faced MSE Retaining Wall
K.3	WY PRA YELL 10(10)	ye1010rc.dgn	Rockery Wall
Section N Temporary Traffic Control			
N.1	ID PFH 82-1(1)	if0821da.xls	Tabulation of Temporary Traffic Control Quantities
N.2	WY PRA GRTE 10(9)	gr0109nb.dgn	Project Signing
N.3	WY PRA YELL 10(10)	ye1010na.dgn	Temporary Traffic Control Plan
N.4	AK PFH 9-1(9)	af0099na.dgn	Temporary Traffic Control Plan
Section O Permanent Traffic Control			
O.1	WY PRA GRTE 10(9)	gr0109pa.dgn	Permanent Traffic Control Pavement Marking Details
O.2	WY PRA GRTE 10(9)	gr0109pb.dgn	Intersection Permanent Pavement Marking Detail
O.3	ID PFH 62-1(1)	if0621pa.dgn	Parking Area Permanent Pavement Markings
O.4	ID PFH 82-1(1)	if0821da.xls	Tabulation of Temporary Traffic Control Quantities
O.5	WY PRA YELL 10(10)	ye1010pa.dgn	Striping Layout and Sign Locations