




STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

September 18, 2014

To: All L&S Staff

From: Charles W. Brown, PE, PLS   
State Location & Surveys Engineer

Subject: Proc 2014-2  
Plan Sheet Numbering System

Per page 2 of the attached memo from Glen Mumford, PE, (now) State Roadway Design Engineer, entitled "Index of Sheets", pages specific to our survey control, baselines, and right of way coordinates should be numbered in a 1C -,2,-3,etc. series. This should begin immediately.

Thank you for your work and cooperation in this endeavor. If you have questions, please do not hesitate to contact me.

CWB

Attach: Memo from G. W. Mumford; Final Plan Submittal Changes

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**LOCATION:**  
CENTURY CENTER COMPLEX  
BUILDING B - ENTRANCE B4  
1020 BIRCH RIDGE DRIVE  
RALEIGH NC 27610  
Proc 2014-1.doc



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MEMO TO: Roadway Design Project Engineers

FROM: Glenn W. Mumford, PE  
Asst. State Roadway Design Engineer

DocuSigned by:  
*Glenn W. Mumford*  
ED85FE67BF41489

DATE: June 12, 2014

SUBJECT: Final Plan Submittal Changes

In accordance with the April 30, 2014 Electronic Let Plan Submissions and e-Signatures memo from Mike Holder and Roger Rochelle, the following changes are applicable for all final TIP plan submittals to Contract Standards and Development effective with the November 2014 Letting (August turn-in).

**Digital Signatures:**

All plan sheets shall be electronically signed through DocuSign. Full size PDF's of all design files will be created for use in this new process. Full size hard copies of the plans shall be generated from the PDF's and submitted to the Contracts Office for review by Plan Checking. After their review is completed and corrections are made by Roadway Design, hard copies of the revised PDF plan sheet files shall be resubmitted to Contracts for preparation of the contract proposal. In addition, the electronic version of the PDF files shall be forwarded to the appropriate personnel for application of electronic signatures using DocuSign. It is essential that the listed formatting details are followed:

- PE seal (w/ engineers name and number) is included in the PDF.
- Each plan sheet is saved as a separate PDF.
- Ensure PDF's print at appropriate scale.
- Ensure PDF files are text searchable.
- Each PDF can be no larger than 22"x34" when plotted full size.
- Use landscape layout or 0 degree rotation.
- Conform to proper file naming format (ex. 100\_001\_TIP#\_RDY\_File name.pdf)

More detailed guidelines for creation of the PDF plan sheet files and further explanation of the e-signature process are available on the [Roadway Design Resource Guidelines website](#).

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**LOCATION:**  
CENTURY CENTER COMPLEX  
BUILDING A  
1000 BIRCH RIDGE DRIVE  
RALEIGH NC



## Proposal for Index of Sheets

1	Title Sheet
1A	Index of Sheets, General Notes and Standard Drawings
1B	Conventional Symbol Sheet
1C Series	Survey Control Sheets
1D Series	Centerline Coordinate List
2A Series	Pavement Schedule and Typical Sections
2B Series	Roadway Details (produced by Roadway personnel)
2C Series	Details not Covered by Roadway (Special Details produced by Contracts)
2D Series	Drainage Details
2G Series	Geotechnical Details
3B Series	Roadway Summaries (earthwork, guardrail, etc.)
3D Series	Drainage Summaries
3G Series	Geotechnical Summaries
3P Series	Parcel Index Sheets

Example of sheet numbering: 2A-1, 2A-2, 2A-3, etc.

## Large Project Example

Number of sheets		Start	End
	TSH	1	
	Index	1A	
	Symbology	1B	
4	Survey Control	1C-1	1C-4
15	Typicals	2A-1	2A-15
1	Shld Berm Details	2A-16	
1	Shld Drain Details	2A-17	
1	Shld Drain Details w/Noise Wall	2A-18	
5	Structure Typical	2A-19	2A-23
1	Structure Sketches	2B-1	
3	Detour Detail	2B-2	2B-4
2	Shear Point	2B-5	2B-6
11	Gore Detail	2B-7	2B-17
16	Noise Wall Locations	2B-18	2B-33
1	Shld Const Detail	2C-1	
1	Rock Plating	2G-1	
4	Earthwork	3B-1	3B-4
1	Asphalt, other items	3B-5	
27	Drainage	3D-1	3D-27
2	Parcel Index	3P-1	3P-2