



CONTRACT STANDARDS &  
DEVELOPMENT  
PLANS AND STANDARDS SECTION

**SPECIAL DETAIL REQUEST**

Date: \_\_\_\_\_  
Project Turn Date: \_\_\_\_\_

TIP # \_\_\_\_\_  
Letting \_\_\_\_\_  
Metric \_\_\_\_\_ English \_\_\_\_\_

**TO: Cynthia B. Terrell, P.E.**  
**Plans and Standards Engineer**

Project Engineer: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
WBS # \_\_\_\_\_ County: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Description of Detail (s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Information Supplied (i.e.: Plan Sheets, Sketches, etc.): \_\_\_\_\_  
\_\_\_\_\_

Anticipated Date for Detail (s): \_\_\_\_\_

<p><u>Plans and Standards Section Use Only</u> Detail Assignment Information: _____ Assigned to: _____ Assignment Date: _____ Due Date: _____ Additional Information: _____</p>
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Detail Production Information: \_\_\_\_\_  
Completion (By & Date): \_\_\_\_\_  
Comments: \_\_\_\_\_

Received (By & Date): \_\_\_\_\_