

Design Standards Letter

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Section/Plan No.: None

Subject: Commission Approval and Filing of Detail Plans

Body

ALL DIVISION AND DISTRICT ENGINEERS AND CHIEF COUNSEL:

Section 14.3.27.8 of the Design Manual, titled "Filing Plans", prescribes procedure on when and how plans are to be filed. Since proper filing of plans is essential in expediting right-of-way acquisition and the letting of projects, we wish to point out some of the more important details which must be given proper consideration in implementing this procedure. They are:

- (1) Prior to filing plans Commission approval of detail plans must be obtained by Commission resolution. This approval is requested after all right-of-way negotiations have been completed. upon approval, plans are filed permitting condemnation to proceed when required.
- (2) As stated in Section 14.3.27.9 of the Manual, plan changes after right-of-way approval are discouraged, but in the event changes are necessary, prints covering the plan change(s) must be submitted to the Main Office with a letter fully explaining the reasons for the change. Commission approval of the change(s) is then obtained by the Main Office, either as a revised resolution with plans re-filed for the entire improvement, or by amending the previous resolution and substituting individual plan sheets in the plans on file. Changes in the plans that are filed are not to be made without first obtaining Commission approval, and following approval, the Main Office will re-file appropriate plans with necessary changes as required.
- (3) It is important that plans (prints) filed be clearly legible, and the proper limited access note included on the title sheet if the limited access feature is involved. Loose attachments, such as notes clipped or pasted to the prints, are not to be used so that the plans exhibited in Court will present a neat and workmanlike appearance. The beginning and ending stations indicated in the limited access note on the title sheet must agree with the stationing on the plan sheets and with the description of the resolution. The districts shall designate the

type of access control when requesting the Main Office to prepare the title sheet tracing.

(4) The plans must bear the Chief Engineer's seal. The Main Office will affix the seal on the title sheet tracing.

Careful attention to filing of plans should reduce the need for revised or amended resolutions, and thus expedite the right-of-way acquisition. We believe it will also enhance the Department's image with the public.

Leland D. Fletcher
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