

# Design Standards Letter

**Letter Number: G-1968-33**

**Letter Date: 09/13/1968**

**Effective Date: 09/13/1968**

**Section/Plan No.: None**

**Subject: Plan Sketches for Letting Proposal Forms**

## Body

-----  
ALL DIVISION AND DISTRICT ENGINEERS AND CHIEF COUNSEL:

Section 12.6.6 of the Design Manual requires the preparation of multilith sketches for asphaltic concrete widening and resurfacing projects. The use of this type of sketch has proven unsatisfactory because of the need for careful preparation, which is time consuming. In order to expedite preparation of such plans, you are hereby directed to prepare plan sketches on a good grade of bond paper 8" x 10 1/2" in size using either ink (preferred) or a grade of pencil that will produce good quality prints. This office will produce the master copy and the prints made therefrom, which are then used in the proposal forms or for any other purpose as desired.

Attached hereto is a sample print from a pencil sketch on which we have indicated the border lines, marginal dimensions and overall size. We wish to call special attention to the 8" x 10 1/2" sheet size. This is important in order to obtain 8" x 10 1/2" prints, which is a standard requirement for all proposal form sheets.

The change from multilith sketches to a pencil or ink sketch is effective upon receipt of this letter. However, we will accept any multilith sketches that have already been prepared, or are substantially complete.

Under separate cover you will be furnished a quantity of 8" x 10 1/2" paper for this work.. Additional stock of this paper can be obtained through routine requisition.

Leland D. Fletcher  
Division Engineer  
Surveys and Plans