

Design Standards Letter

Letter Number: **G-1997-15**

Letter Date: **10/01/1997**

Effective Date: **11/01/1997**

Section/Plan No.: **None**

Subject: **Example for Commission Exhibit**

Body

Below are guidelines for creating Commission exhibits. Since the location sketch originates in the district offices, it will now be the district's responsibility to submit the exhibit to Design in the Support Center.

- 1) Label the first exhibit ATTACHMENT 1. If there is more than one sketch for a project, the second shall be ATTACHMENT 2, then ATTACHMENT 3, and so on.
- 2) Submit all exhibits ten working days prior to the Commission meeting.
- 3) The location sketch should be the location map from the title page of the project plans.
- 4) The location sketch should fit on an 8.5 x 11 sheet, (portrait layout).
- 5) Leave a three inch by four inch space on the bottom of the paper for title of the sketch.
- 6) Text in the title should be .20 in Procadam or 1/4 inch in MicroStation.
- 7) The title, "ATTACHMENT X", should be all caps and .16 or 1/8 inch high.
- 8) Include a North arrow on the sketch.

These guidelines are effective with the November Commission meeting. Attached is an example of a Commission exhibit using these guidelines. If there are any questions concerning this procedure, please contact Jackie Stone (STONEJ) at 573-526-2921, or Aaron Forsythe (FORSYA) at 573-526-1861, Support Center, Design.

cna

Attachment