**This checklist will not need to be submitted with the Resurfacing Plan set, as it is more of a guide of what is expected to be shown. *For more information related to Resurfacing plans, including an example set, see the*** [***Resurfacing Project Selection and Development***](https://www.tn.gov/tdot/maintenance/pavement-office/project-selection-and-development.html) ***webpage.***

The checklist is written to clearly define features and text that shall be shown on roadway resurfacing sheets to ensure there is consistency throughout the state. Information can be found in the [CADDV8](https://www.tdot.tn.gov/PublicDocuments/%5CDesignDivision%5Cassistant_engineer_design%5Cdesign%5Cv8%5CCADDV8.pdf) document.

 To aid Designers in the creation of the Title Sheet and to ensure the correct features are shown, a sheet level filter has been provided in MicroStation. The Designer shall not turn on levels for features at the request of others.

Information for each sheet shall be filled in correctly in the upper right corner including TYPE (RESURF.), CURRENT YEAR, FEDERAL PROJECT NUMBER, STATE PROJECT NUMBER, and SHEET NUMBER. PPRM shall be checked for possible changes to project numbers prior to the PS&E Field Review and Plan Submittal.

**Sheet scales** for all sheets is set by the seed file used to create that sheet.

* English General Notes, Index and Standard Drawings, and other similar sheets yield an active scale of 1” = 1’.
* Some 2nd sheets like Typical Section sheets are not drawn to scale but shall still use an approved sheet border.

 All sheets shall be signed for final construction submittal. See digital signature sheet workflow for more information.

**RESURFACING INDEX OF SHEETS**

SIGNATURE SHEETS …………………………………………………………………….…..ROADWAY-SIGN1

TITLE SHEET 1

ROADWAY INDEX AND STANDARD ROADWAY DRAWINGS 1A

ESTIMATED ROADWAY QUANTITIES 2, 2A, 2A1

TYPICAL SECTIONS AND PAVEMENT SCHEDULE 2B, 2B1, 2B2

GENERAL NOTES 2C, 2C1

SPECIAL NOTES 2D, 2D1

TABULATED QUANTITIES 2E, 2E1

DETAIL SHEETS 2F, 2F1, 2F2

UTILITY NOTES AND UTILITY OWNERS 3

PAVEMENT DROP OFF NOTES 4

RAILROAD PLANS 5

BRIDGE REPAIR PLANS B-1

Figure 1: Index of Sheets

***SIGNATURE SHEET***

**1. ROADWAY-SIGN1**

**A signature sheet shall be used for engineers to digitally sign the plan set. An index of sheets should be below each signature listing the sheets that the engineer is responsible for the design. Refer to the** [**Digital Signature Certification Workflow**](https://www.tn.gov/content/dam/tn/tdot/roadway-design/documents/cadd_files/documents/SignatureSheetWorkflow.pdf) **document for additional information.**

***SHEET 1 SERIES***

**1. TITLE SHEET**

[ ]  Adjacent Resurfacing projects labeled, if applicable, and noted if projects will be let together

[ ]  Begin/End **Resurfacing or Resurfacing & Safety** project limits labeled with applicable Resurfacing, Safety, and Bridge Repair project numbers for federal (if applicable) and state project(s) (See PPRM for interstate and county log miles.)

[ ]  Bridge I.D.(s) identified above or below state map

[ ]  County or Counties shaded in at top-right of sheet

[ ]  Design Waiver (if applicable)

[ ]  Design Traffic Data Table filled in/updated to current year and projected volumes. List LM ranges where speed changes (if applicable)

[ ]  Engineer’s seal with signature and date on Title Sheet for final Resurfacing submittal

[ ]  Identification block in lower left-hand corner completed with PE-D project number and label (Design) and PIN for project fill in TDOT Supervisor 2 (or Manager Title), Designer, and Checked by data fields.

[ ]  Location map showing route to be improved, local roads, streams, railroads, and towns

[ ]  Map Scale

[ ]  No Exclusions block or Exclusions block with station ranges identified

[ ]  North arrow

[ ]  Project Description filled in under County/Counties. Description shall match PPRM including interstate, state route, or local road name and project limits with log mile(s). Type of work shall be changed to Resurface and Safety from just Resurface if Safety budget is warranted Additional type of work should be identified (i.e. Thin Lift D, Pavement Markings, Cold Planing, Curb Ramp, Guardrail, etc.). Identify State Route and US route numbers (if applicable).

[ ]  Project length and total lane miles resurfaced (two decimal places)

[ ]  Road closure note for traffic control (if applicable)

[ ]  “See Sheet No. 1A for Index” added in upper left corner

[ ]  Sheet title block in upper right corner filled in with current year, sheet number “1”, Federal Project Number (if applicable), and State Resurfacing Project Number

[ ]  Signatures of Commissioner and Chief Engineer in signature block

[ ]  Work Zone Significance Determination cell

**1A. ROADWAY INDEX AND STANDARD ROADWAY DRAWINGS**

 **(1A2 for additional standard roadway drawings, if needed)**

[ ]  Resurfacing Index of sheets (See Figure 1)

[ ]  Project Commitments warrant a call out. If there are no project commitments, include a note below the index of sheets that states “No project commitments sheet included in this plan set”. If Project Commitments are warranted, then use “See Sheet 1B for Project Commitments”

[ ]  Standard Roadway Drawings listed (check for additional or revised drawings including descriptions and dates as listed in current instructional bulletins)

[ ]  Railroad Standard Drawings (if applicable)

**1B. PROJECTS COMMITMENT**

**(This sheet is only necessary if there are project commitments.)**

[ ]  Project Commitments listed as shown in PPRM

***SHEET 2 SERIES***

**QUANTITIES**

**All quantities shall be approved TDOT items, descriptions, and units as listed in the Items.dat file. See RDG Chapter 1, Section 4 for additional information. Other Divisions are responsible for creating their respective estimated quantities sheet and including it in their submittal plan set that they give the designer.**

**2. ESTIMATED ROADWAY QUANTITIES**

 **(2A-2A1 if needed)**

[ ]  Check for removal item numbers

[ ]  Estimated Roadway Quantities Block with Item Number, Description, Unit and Quantity filled in from most recently updated Excel file

[ ]  Separate quantity columns for 2 or more counties/project numbers

[ ]  Separate quantity columns for resurfacing and safety quantities

[ ]  Quantities checked to ensure accuracy

[ ]  Quantities on this sheet match totals from multiple tabulation blocks in plans

[ ]  Footnotes as specified in Roadway Design Guidelines for certain items.

[ ]  Footnotes (add for clarity such as placement, payment, or when used in multiple locations, etc., add to define when substitutions are acceptable, and add to identify maintenance schedules or cycles, etc.) Check against footnotes on other sheets in the “2” Series that contain tabulation blocks and other sheets in the plans, Guardrail, Curb Ramps, Construction Work Signs, etc. Footnotes shown on Tabulation Blocks should also be shown in the Estimated Quantity footnote list.

[ ]  Footnotes shall use numbers and be shown in numerical order. Letters from the alphabet shall not be used. If possible, when a footnote applies to several items such as erosion control, a bracket symbol can be used to show that one footnote number applies to the entire group.

**2B. TYPICAL SECTIONS AND PAVEMENT SCHEDULE**

 **(2B1-2B2, if needed)**

 **The following checks apply to the mainline s. Each typical section shall be defined by name and station limits.**

[ ]  Mainline typical sections: label finished grade and widths for applicable elements (travel lanes, turn lanes, shoulders)

[ ]  Pavement schedule block shown with pavement layers including depth and applicable rates defined. Rates shall be checked against current Roadway Design Guidelines for possible changes. Each layer shall be coded on the typical sections for mainline

[ ]  Breakout detail

[ ]  Special detail for OGFC against concrete ramps and gore areas or transitions to/from bare deck bridges

**2C. GENERAL NOTES**

 **(2C1 if needed)**

**See RDG Chapter 9 for all General Notes.**

[ ]  Check all notes for referrals to Roadway Standard Drawings. Ensure all Standard Drawings are shown in the Standard Drawings list

[ ]  Check all notes for referrals to pay items. Ensure all pay items are included in the Estimated Roadway Quantity sheet and in tabulation blocks

[ ]  Description blanks in notes shall be populated

[ ]  Update notes prior to submittal by checking recently issued Instructional Bulletins

**2D. SPECIAL NOTES**

 **(2D1 if needed)**

**See RDG Chapter 9 for all special notes.**

[ ]  Check all notes for referrals to Roadway Standard Drawings. Ensure all Standard Drawings are shown in the Standard Drawings list

[ ]  Check all notes for referrals to pay items. Ensure all pay items are included in the Estimated Roadway Quantity sheet and in tabulation blocks

[ ]  Description blanks in notes shall be populated

[ ]  Special Notes shall be added if specific to the job

[ ]  Update notes prior to submittal by checking recently issued Instructional Bulletins

[ ]  Railroad Notes

**2E. TABULATED QUANTITIES (all applicable tables)**

 **(2E1 if needed)**

**Note to Designer: Designer shall use all available tabulation quantity blocks. When specific tabulation blocks are used, it is easier on the contractor and for those checking the plans to understand where quantities were calculated and ensures the Designer does not omit necessary pay items on the Estimated Quantity sheet. Tabulation blocks with “Remarks” columns shall be filled in for clarity.**

[ ]  Catch Basins and Manholes Adjustments

[ ]  Guardrail Adjustments

[ ]  Guardrail removal

[ ]  Curb Ramps

[ ]  Pavement tabulation should include mainline, side roads, single entry for private drives, and items used for construction entrances. Tabulations may be shown for all pavement layers defined on Typical Section sheet. Footnote if additional quantities are for maintenance during construction.

**2F. DETAIL SHEETS**

**(2F1-2F2 if needed, if minimum details are needed then designer can include on sheet with typicals)**

[ ]  Special details for any component of the plans not covered in standards such as tie-in to existing pavement and bridges

[ ]  Detail of curb ramps if necessary

[ ]  Roadway Signing Details

**3. UTILITY NOTES AND UTILITY OWNERS**

**(If space is available, Sheets 3 and 4 can be combined into one sheet.)**

[ ]  Utility notes and utility owner names with contact information confirmed by Project Development Utility personnel

**4. PAVEMENT DROP OFF NOTES**

**(If space is available, Sheets 3 and 4 can be combined into one sheet.)**

[ ]  Pavement drop off notes are to be included in all resurfacing plans (See Chapter 9 – Section 5).

[ ]  Pavement Drop Off Notes can be combined/included with Utility Notes and Utility Owners sheets.

**5 RAILROAD PLANS**

These plans are created and signed by the Roadway Designer. If there are questions related to the railroad, contact the State Railroad Coordinator.

[ ]  Railroad Notes

[ ]  Aerial Image with railroad crossing and railroad crossing identification number

[ ]  Railroad Signs (if applicable)

[ ]  Railroad Pavement Marking

**B-1. BRIDGE REPAIR PLANS**

If proposed bridge repairs are in the project, sheets shall be completed by the Structures Division and provided to the Design Manager overseeing the project for insertion into the review plan packet. The Structures Division shall seal the sheets for Resurfacing Submittal and follow the Resurfacing letting submittal process. The first sheet of the Bridge Plans, B-1, will contain an index for the rest of the sheets in the Bridge series. The estimated bridge repair quantities shall also be a part of the Bridge Repair series.

**OPTIONAL PLAN SETS**

If any other Plans sets are needed/provided, attach them to the final set of plans

[ ]  Bike Lane Plans

[ ]  Multimodal Plans

**FINAL PREPARATION OF PLANS**

[ ]  Check PPRM for any changes to the resurfacing project number on all resurfacing plan sheets and project commitments

[ ]  FileNet – Files defined in Roadway Design Guidelines shall be placed on FileNet

* Final Portfolio named *nnnnnn-nn-*RoadwayConstruction.pdf containing:
	+ *nnnnnn-nn-*Construction Submittal Letter.pdf
	+ *nnnnnn-nn-*TMP.pdf
	+ *nnnnnn-nn-*Construction-Roadway.pdf (sealed)
* Estimated Roadway Quantities Excel file *nnnnnn-nn-*RoadwayConstructionEstimate.xlsm
* Zip file *nnnnnn-nn-*Construction.zip
* Project Folder *nnnnnn-nn-*ProjectFolder.pdf

[ ]  Submit for Construction - Construction Distribution letter shall be sent via email to appropriate personnel as defined in Roadway Design Guidelines. The email shall also include the Estimated Roadway Quantities Excel file (*nnnnnn-nn-RoadwayConstructionEstimate*.xlsm).

**RAILROAD CROSSING AGREEMENT PLANS**

**For projects that include railroad crossing agreement plans, please follow the process below. These plan sheets will come after the Pavement Drop Off Notes sheet.**

**A property map and present layout sheet are required if an on-network railroad crossing within the project limits has been identified by the State Railroad Coordinator as needing a crossing agreement. Survey will be provided for the development of these sheets. Refer to the *Railroad Coordination in Resurfacing document* for additional information (double-click image to open document):**

**6. PROPERTY MAP & R.O.W. ACQUISITION TABLE**

**Note to Designer: Sheet Level Filter for all Property Map layout sheets shall be set to *Sheets-Property Map* for the design sheet file and all referenced files.**

|  |  |  |
| --- | --- | --- |
| **YES** | **N/A** |  |
| [ ]  | [ ]  | Acquisition table for all surveyed tracts complete with areas to be acquired, areas remaining, and easements to be acquired. The entire R.O.W. for tracts not affected shall be lined through and checked against the Property Map Sheet and Present Layout Sheet for consistency |
| [ ]  | [ ]  | Coordinate Notation (datum adjustment note above sheet title) |
| [ ]  | [ ]  | Existing control-access fence shown with areas labeled to be removed |
| [ ]  | [ ]  | Existing easement linework and patterning shown and labeled according to type. A legend may be included showing the different hatchings and their respective easement types. |
| [ ]  | [ ]  | Existing railroad centerline shall be shown with dimensions of the overall width of the railroad corridor and both widths from the centerline of rail to each field side R.O.W. boundary. When the railroad property is not consistent, the maximum and minimum distance from the right of way line to the closest centerline of rail shall be shown |
| [ ]  | [ ]  | Existing survey R.O.W. linework and text without stations/offsets and bearings/distances labeled |
| [ ]  | [ ]  | Existing survey tract numbers only (no names). For tracts not affected, the number shall be lined through and checked against the Acquisition Table and Present Layout Sheet for consistency |
| [ ]  | [ ]  | If the railroad corridor is held as Easement by the Railroad, the following note shall be placed: *“The Agreement required for the Railroad crossing will be obtained by the ROW Division’s Utility Office Railroad Coordinator through negotiations and Special Provisions with the Railroad.”* |
| [ ]  | [ ]  | Intersections of the centerline of railroad and the centerline of the Route/Interstate that includes the DOT crossing number and the railroad milepost along with the corresponding station of the Route/Interstate. If the Railroad information is needed, please contact the State Railroad Coordinator at HQRailroadCoordinator@tn.gov |
| [ ]  | [ ]  | Intersections of mainlines with side roads, haul road, and/or construction run-around flagged and labeled with both road names, stations at intersection, and North/East coordinates |
| [ ]  | [ ]  | North arrow |
| [ ]  | [ ]  | Proposed easement linework and patterning shown and labeled. A legend should be included showing the different hatchings and their respective easement types. |
| [ ]  | [ ]  | Proposed roadway centerline linework and labeled |

**7. PRESENT LAYOUT**

**Note to Designer: Sheet Level Filter for all Present Layout sheets shall be set to *Sheets-Present Layout no R.O.W. PL Text*- for the design files and all referenced files.**

|  |  |  |
| --- | --- | --- |
| **YES** | **N/A** |  |
| [ ]  | [ ]  | Coordinate Notation (datum adjustment note above sheet title) |
| [ ]  | [ ]  | Existing pavement marking with text |
| [ ]  | [ ]  | Existing railroad centerline shall be shown with dimensions of the overall width of the railroad corridor and both widths from the centerline of rail to each field side right of way boundary. When the railroad property is not consistent, the maximum and minimum distance from the right of way line to the closest centerline of rail shall be shown |
| [ ]  | [ ]  | Existing roads edge of pavements, medians, shoulders, etc., linework and widths labeled |
| [ ]  | [ ]  | Existing roadside barriers shown and labeled (impact attenuators, cable barrier, guardrail, noise walls, retaining walls, etc.) |
| [ ]  | [ ]  | Existing signs and devices with text |
| [ ]  | [ ]  | Existing survey grid points with state plane coordinate text |
| [ ]  | [ ]  | Existing survey control point table showing coordinates or location diagrams for all GPS points, Benchmarks, and Horizontal Control Points |
| [ ]  | [ ]  | Existing survey political boundaries linework and text |
| [ ]  | [ ]  | Existing survey property markers with text  |
| [ ]  | [ ]  | Existing survey property owners with tract numbers. For tracts not affected, the name and number shall be lined through |
| [ ]  | [ ]  | Existing survey R.O.W. markers with text  |
| [ ]  | [ ]  | Existing underground and overhead utilities and text (cable, electric, fiber optic, gas, lighting, sanitary sewer, storm sewer, telephone, and water) |
| [ ]  | [ ]  | If the railroad corridor is held as Easement by the Railroad, the following note shall be placed: *“The Agreement required for the Railroad crossing will be obtained by the ROW Division’s Utility Office Railroad Coordinator through negotiations and Special Provisions with the Railroad.”* |
| [ ]  | [ ]  | Intersections of the centerline with railroad and the centerline of the Route/Interstate that includes the DOT crossing number and the railroad milepost along with the corresponding station of the Route/Interstate. If the Railroad information is needed, please contact the State Railroad Coordinator at HQRailroadCoordinator@tn.gov |
| [ ]  | [ ]  | Intersections of mainlines with side roads, flagged and labeled with both road names, stations at intersection, and North/East coordinates |
| [ ]  | [ ]  | Existing Items/structures to be plugged and abandoned (culverts, catch basins, manholes, pipes, etc.) shall be clearly labeled Plugged/Abandoned |
| [ ]  | [ ]  | North arrow |
| [ ]  | [ ]  | Permanent Railroad Easements shall be shown with no hatching, with a leader line, and a Permanent Easement label |
| [ ]  | [ ]  | Proposed easement linework and patterning shown and labeled. A legend should be included showing the different hatchings and their respective easement types. |
| [ ]  | [ ]  | Proposed limit of construction for side roads |
| [ ]  | [ ]  | Railroad Air Rights shown with hatching with a leader line and an Air Rights Easement Label  |
| [ ]  | [ ]  | Existing easement linework and patterning shown and labeled according to type. A legend may be included showing the different hatchings and their respective easement types. |
| [ ]  | [ ]  | Existing survey property lines with bearings/distances labeled |
| [ ]  | [ ]  | Existing survey R.O.W. linework with stations/ offsets and bearings/distances labeled |
| [ ]  | [ ]  | Intersections of the centerline with railroad and the centerline of the Route/Interstate that includes the DOT crossing number and the railroad milepost along with the corresponding station of the Route/Interstate. If the Railroad information is needed, please contact the State Railroad Coordinator at HQRailroadCoordinator@tn.gov |
| [ ]  | [ ]  | Proposed limit of construction for side roads |
| [ ]  | [ ]  | Proposed private drives, business entrances, and field entrances with edges of pavement shape shown and shaded |
| [ ]  | [ ]  | Proposed roads centerlines (mainline, side roads, and text). Label road name, full station ticks every 500’, half station ticks every 100’, and bearings **(no curve data)** |