



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION  
DESIGN DIVISION  
NASHVILLE, TENNESSEE 37243-0348**

**INSTRUCTIONAL BULLETIN NO. 09-08**

**Stamps Required on Roadway Plans and Electronic Files**

**Effective immediately**, all roadway plans sets and sheets plotted and .pdf files placed on File Net or supplied to others shall have a stamp identifying the appropriate deliverable or stage of development on each sheet.

The stamp should be located on the right side above the signature block on the title sheet and on the right side above the description block on all other sheets in the plans. If adequate space is not available above the description block, the stamp may be placed where space is available. No stamp is required on the final construction plans or revisions to the construction plans.

Stamps shall match the name of the File Net deliverable as shown below.

- 1) HYDRAULIC GRADE APPROVAL
- 2) PRELIMINARY FIELD REVIEW
- 3) PRELIMINARY PLANS
- 4) ROW FIELD REVIEW
- 5) ROW PLANS
- 6) ROW PLANS – PERMIT APPLICATION PLAN SET
- 7) CONSTRUCTION FIELD REVIEW PLANS
- 8) CONSTRUCTION PLANS (STAMP IS NOT REQUIRED)

For ROW plans and ROW Field Review Plans where no right-of-way is to be acquired and plans are being submitted for “Utilities Only”, the designer should use the following stamp.

ROW FIELD REVIEW (UTILITIES ONLY)  
ROW PLANS (UTILITIES ONLY)

Sheets sent outside the Department may also have the following stamp added when clarification that the plans are subject to change is needed.

CAUTION - PRELIMINARY PLANS – SUBJECT TO CHANGE

Original signed by Jeff C. Jones  
Jeff C. Jones, Civil Engineering Director  
Design Division

July 17, 2009  
JCJ:MA:ma