



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**ROADWAY DESIGN DIVISION**  
SUITE 1300 JAMES K. POLK BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-3848  
(615) 741-2221

**JOHN C. SCHROER**  
COMMISSIONER

**BILL HASLAM**  
GOVERNOR

**INSTRUCTIONAL BULLETIN NO. 17-15**

**UPDATED DISTRIBUTION LISTS AND FORMS**

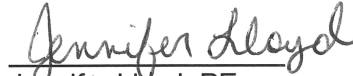
**Effective immediately**, the following forms and distribution lists in the Roadway Design Guidelines have been updated:

**Section 1-120.21** – *FIELD REVIEW DISTRIBUTION BY EMAIL* – Updated Table 1-2 Internal Distribution List

**Section 1-120.22** – *FIELD REVIEW PLANS DISTRIBUTION OUTSIDE THE DEPARTMENT* - Updated Table 1-3 External Distribution List

CADD Plan Files Disclaimer  
Construction Plans Revision  
Construction Plans Submittal  
Crash Data Request  
Design Exception Request and Justification  
Estimate Revision Request  
Letting Plans Revision  
NEPA Green Sheet Certification  
NEPA Re-Evaluation  
NEPA Resurfacing Plans Certification of Scope of Work  
Pavement Design Request (Review)  
Pavement Design Request  
Pedestrian Accessibility and Bicycle Accommodation Checklist  
Proposed Retaining Wall Design  
Public Hearing Notice  
Public Meeting Checklist  
Public Meeting Pre-Questionnaire  
Roadway Design Division Letterhead  
ROW Incidental Approval Request  
ROW or Utilities Only Funding Approval Request  
ROW Plans Revision  
ROW Plans Submittal  
Soils and Geology Report Request  
Traffic Report Request  
Utility CADD Plan Files Disclaimer

Updated templates, distribution lists and district maps are attached to this instructional bulletin. Associated figures in the Roadway Design Guidelines for these templates will be updated at a later time.

A handwritten signature in black ink that reads "Jennifer Lloyd". The signature is written in a cursive style and is positioned above a horizontal line.

Jennifer Lloyd, PE  
Civil Engineering Director  
Roadway Design Division

KJL: ARH: RBB: ADP  
November 13, 2017

## TABLE 1-2, TDOT PERSONNEL DISTRIBUTION LIST

Emails/Appointments shall be sent for each distribution listed in numbers 1-4 **unless** otherwise noted within Table 1-2:

1. Preliminary, Site, R.O.W., and Construction Field Reviews
2. R.O.W. Plans Submittals and R.O.W. Revisions
3. Construction Plans Submittal for Lettings and Letting Revisions
4. Construction Revisions

<p>Bid and Estimate Analysis Division</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>#3 and #4, Revisions Only. For R.O.W. revisions, submit updated estimate when significant changes occur in R.O.W. estimate.</p> </div>	<p><a href="mailto:TDOT.EstimatingOffice@tn.gov">TDOT.EstimatingOffice@tn.gov</a></p>
<p>Consultant Projects (TDOT Managed)</p> <p>HQ Roadway Design Manager (if consultant project with HQ Oversight)</p>	<p>Use individual email address</p> <p>Use individual email address</p>
<p>Construction (HQ)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>#1 Only</p> </div>	<p><a href="mailto:TDOT.HQ.Construction@tn.gov">TDOT.HQ.Construction@tn.gov</a></p>
<p>Construction (HQ) Estimates</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>#3 Only</p> </div>	<p><a href="mailto:TDOT.Construction.Estimates@tn.gov">TDOT.Construction.Estimates@tn.gov</a></p>
<p>District Operations</p> <p>Refer to Regional District Maps to locate appropriate district by county location. If a project is in two counties thus in two districts, contact regional Operations Directors to verify which district office will oversee the project.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>All Except #2</p> </div>	<p><a href="mailto:TDOT.RG1.D17@tn.gov">TDOT.RG1.D17@tn.gov</a>  <a href="mailto:TDOT.RG1.D18@tn.gov">TDOT.RG1.D18@tn.gov</a>  <a href="mailto:TDOT.RG1.D19@tn.gov">TDOT.RG1.D19@tn.gov</a></p> <p><a href="mailto:TDOT.RG2.D27@tn.gov">TDOT.RG2.D27@tn.gov</a>  <a href="mailto:TDOT.RG2.D28@tn.gov">TDOT.RG2.D28@tn.gov</a>  <a href="mailto:TDOT.RG2.D29@tn.gov">TDOT.RG2.D29@tn.gov</a></p> <p><a href="mailto:TDOT.RG3.D37@tn.gov">TDOT.RG3.D37@tn.gov</a>  <a href="mailto:TDOT.RG3.D38@tn.gov">TDOT.RG3.D38@tn.gov</a>  <a href="mailto:TDOT.RG3.D39@tn.gov">TDOT.RG3.D39@tn.gov</a></p> <p><a href="mailto:TDOT.RG4.D47@tn.gov">TDOT.RG4.D47@tn.gov</a>  <a href="mailto:TDOT.RG4.D48@tn.gov">TDOT.RG4.D48@tn.gov</a>  <a href="mailto:TDOT.RG4.D49@tn.gov">TDOT.RG4.D49@tn.gov</a></p>
<p>Environmental Coordinator (Regional)</p>	<p><a href="mailto:R1.EnvTechOffice@tn.gov">R1.EnvTechOffice@tn.gov</a>  <a href="mailto:R2.EnvTechOffice@tn.gov">R2.EnvTechOffice@tn.gov</a>  <a href="mailto:R3.EnvTechOffice@tn.gov">R3.EnvTechOffice@tn.gov</a>  <a href="mailto:R4.EnvTechOffice@tn.gov">R4.EnvTechOffice@tn.gov</a></p>

**TABLE 1-2, TDOT PERSONNEL DISTRIBUTION LIST**

<p>Environmental Division (HQ)</p>	<p><u><a href="mailto:TDOT.Env.AirNoise@tn.gov">TDOT.Env.AirNoise@tn.gov</a></u>  <u><a href="mailto:TDOT.Env.Archaeology@tn.gov">TDOT.Env.Archaeology@tn.gov</a></u>  <u><a href="mailto:TDOT.Env.Ecology@tn.gov">TDOT.Env.Ecology@tn.gov</a></u>  <u><a href="mailto:TDOT.Env.HazmatOffice@tn.gov">TDOT.Env.HazmatOffice@tn.gov</a></u>  <u><a href="mailto:TDOT.Env.Historic@tn.gov">TDOT.Env.Historic@tn.gov</a></u>  <u><a href="mailto:TDOT.Env.NEPA@tn.gov">TDOT.Env.NEPA@tn.gov</a></u>  <u><a href="mailto:TDOT.Env.PermitsFilenet@tn.gov">TDOT.Env.PermitsFilenet@tn.gov</a></u></p>
<p>Geotechnical Engineering Section</p>	<p><u><a href="mailto:TDOT.Geotech@tn.gov">TDOT.Geotech@tn.gov</a></u></p>
<p>Maintenance ( Construction Field Review Only)</p> <div data-bbox="155 768 787 842" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>#1 Construction Field Review Only</p> </div>	<p><u><a href="mailto:TDOT.HQ.Maintenance@tn.gov">TDOT.HQ.Maintenance@tn.gov</a></u>  <u><a href="mailto:TDOT.RG1.Maintenance@tn.gov">TDOT.RG1.Maintenance@tn.gov</a></u>  <u><a href="mailto:TDOT.RG2.Maintenance@tn.gov">TDOT.RG2.Maintenance@tn.gov</a></u>  <u><a href="mailto:TDOT.RG3.Maintenance@tn.gov">TDOT.RG3.Maintenance@tn.gov</a></u>  <u><a href="mailto:TDOT.RG4.Maintenance@tn.gov">TDOT.RG4.Maintenance@tn.gov</a></u></p>
<p>Operations Director</p> <div data-bbox="155 999 787 1073" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>All Except #2</p> </div>	<p><u><a href="mailto:TDOT.R1.OD@tn.gov">TDOT.R1.OD@tn.gov</a></u>  <u><a href="mailto:TDOT.R2.OD@tn.gov">TDOT.R2.OD@tn.gov</a></u>  <u><a href="mailto:TDOT.R3.OD@tn.gov">TDOT.R3.OD@tn.gov</a></u>  <u><a href="mailto:TDOT.R4.OD@tn.gov">TDOT.R4.OD@tn.gov</a></u></p>
<p>Pavement Design</p> <div data-bbox="155 1205 787 1278" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>#1 Only, Exclude Site Review</p> </div>	<p><u><a href="mailto:TDOT.PavementDesign@tn.gov">TDOT.PavementDesign@tn.gov</a></u></p>
<p>Plans Assembly</p> <div data-bbox="155 1394 787 1467" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>#3 and #4 Only</p> </div>	<p><u><a href="mailto:Eplans.Turnin.TDOT@tn.gov">Eplans.Turnin.TDOT@tn.gov</a></u></p>
<p>Printing Services Superintendent</p> <div data-bbox="155 1570 787 1644" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>#3 Only</p> </div>	<p><u><a href="mailto:TDOT.PrintShopLettingInfo@tn.gov">TDOT.PrintShopLettingInfo@tn.gov</a></u></p>
<p>Program Development &amp; Scheduling Office</p> <div data-bbox="155 1747 787 1820" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>#2 and # 3, Submittal Only on #2</p> </div>	<p><u><a href="mailto:TDOT.PDSO@tn.gov">TDOT.PDSO@tn.gov</a></u></p>
<p>Project Development Director</p>	<p><u><a href="mailto:TDOT.R1.PDD@tn.gov">TDOT.R1.PDD@tn.gov</a></u>  <u><a href="mailto:TDOT.R2.PDD@tn.gov">TDOT.R2.PDD@tn.gov</a></u>  <u><a href="mailto:TDOT.R3.PDD@tn.gov">TDOT.R3.PDD@tn.gov</a></u>  <u><a href="mailto:TDOT.R4.PDD@tn.gov">TDOT.R4.PDD@tn.gov</a></u></p>

**TABLE 1-2, TDOT PERSONNEL DISTRIBUTION LIST**

<p>Quality Assurance/Quality Control</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">All, Exclude Revisions</div>	<p><u><a href="mailto:TDOT.QualityAssurance@tn.gov">TDOT.QualityAssurance@tn.gov</a></u></p>
<p>Regional Director (Region 1 Director is included in Operations Director generic email address)</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">#4 Only</div>	<p><u><a href="mailto:TDOT.R1.OD@tn.gov">TDOT.R1.OD@tn.gov</a></u>  <u><a href="mailto:R2.Director@tn.gov">R2.Director@tn.gov</a></u>  <u><a href="mailto:R3.Director@tn.gov">R3.Director@tn.gov</a></u>  <u><a href="mailto:R4.Director@tn.gov">R4.Director@tn.gov</a></u></p>
<p>Right of Way/Utilities (HQ)</p> <p>Railroad Coordinator</p>	<p><u><a href="mailto:TDOT.HQ.ROW@tn.gov">TDOT.HQ.ROW@tn.gov</a></u></p> <p>Use same address for Railroad Coordinator but note in Email that railroad is involved</p>
<p>Right of Way/Utilities (Regional)</p>	<p><u><a href="mailto:TDOT.RG1.ROW@tn.gov">TDOT.RG1.ROW@tn.gov</a></u>  <u><a href="mailto:TDOT.RG2.ROW@tn.gov">TDOT.RG2.ROW@tn.gov</a></u>  <u><a href="mailto:TDOT.RG3.ROW@tn.gov">TDOT.RG3.ROW@tn.gov</a></u>  <u><a href="mailto:TDOT.RG4.ROW@tn.gov">TDOT.RG4.ROW@tn.gov</a></u></p> <p><u><a href="mailto:TDOT.R1.UTIL@tn.gov">TDOT.R1.UTIL@tn.gov</a></u>  <u><a href="mailto:TDOT.R2.UTIL@tn.gov">TDOT.R2.UTIL@tn.gov</a></u>  <u><a href="mailto:TDOT.R3.UTIL@tn.gov">TDOT.R3.UTIL@tn.gov</a></u>  <u><a href="mailto:TDOT.R4.UTIL@tn.gov">TDOT.R4.UTIL@tn.gov</a></u></p>
<p>Roadway Design Division File Room</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">#3 and #4 Only</div>	<p><u><a href="mailto:TDOT.DesignFileRoom@tn.gov">TDOT.DesignFileRoom@tn.gov</a></u></p>
<p>Roadway Design Division Revisions</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">#2, #3 and #4 Revisions Only</div>	<p><u><a href="mailto:TDOT.DesignRevisions@tn.gov">TDOT.DesignRevisions@tn.gov</a></u></p>
<p>Strategic Transportation Investment Division (STID)</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">All Except #4</div>	<p><u><a href="mailto:TDOT.R1.STID@tn.gov">TDOT.R1.STID@tn.gov</a></u>  <u><a href="mailto:TDOT.R2.STID@tn.gov">TDOT.R2.STID@tn.gov</a></u>  <u><a href="mailto:TDOT.R3.STID@tn.gov">TDOT.R3.STID@tn.gov</a></u>  <u><a href="mailto:TDOT.R4.STID@tn.gov">TDOT.R4.STID@tn.gov</a></u></p>

**TABLE 1-2, TDOT PERSONNEL DISTRIBUTION LIST**

<p>Structures (hydraulics and structures) (retaining walls)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Distribute for #'s 1-4 if structure and/or retaining wall is in plans</p> </div>	<p><u>TDOT.Structures@tn.gov</u> <u>TDOT.StructuresRW@tn.gov</u></p>
<p>Traffic Operations (ITS Infrastructure) (Signals, Lighting, and/or Signing)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Distribute for #'s 1-4 only if ITS and/or signals, lighting, and/or signing is in plans</p> </div>	<p>TDOT_ITS@tn.gov (note underscore) <u>TDOT.SignalLighting@tn.gov</u></p>

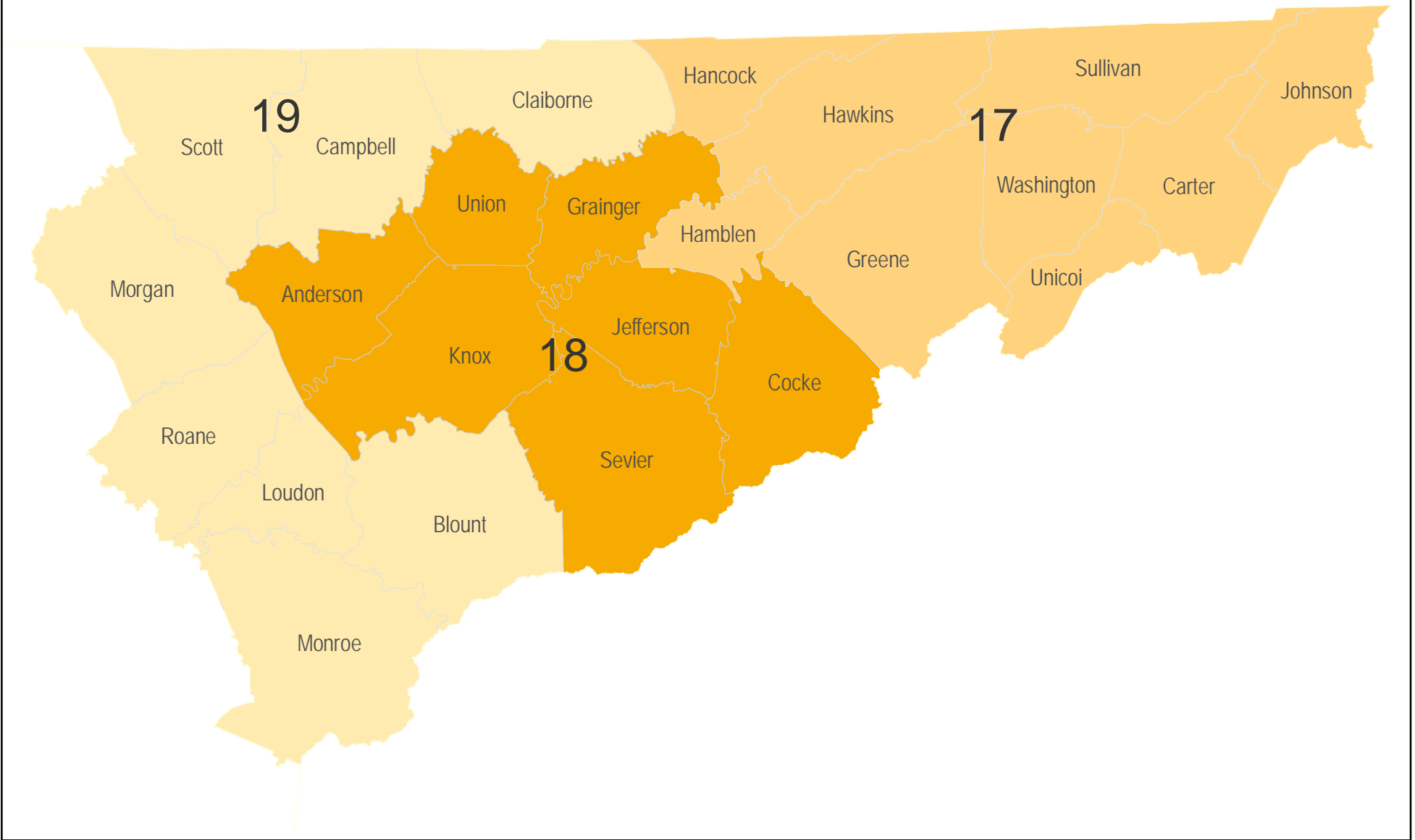
NOTE: PLEASE REFER TO THE MOST RECENT DISTRIBUTION FORMS FOR ALL REQUESTS AND DELIVERABLES. THESE FORMS ALSO CONTAIN THE EMAIL ADDRESSES THAT SHOULD BE INCLUDED IN A DISTRIBUTION. THE DISTRIBUTION FORMS (DDOCS.ZIP) CAN BE DOWNLOADED FROM THE FOLLOWING LINK:

<http://www.tn.gov/tdot/article/roadway-design-design-cadd-files-and-documents>



# Region 1 - District Boundaries

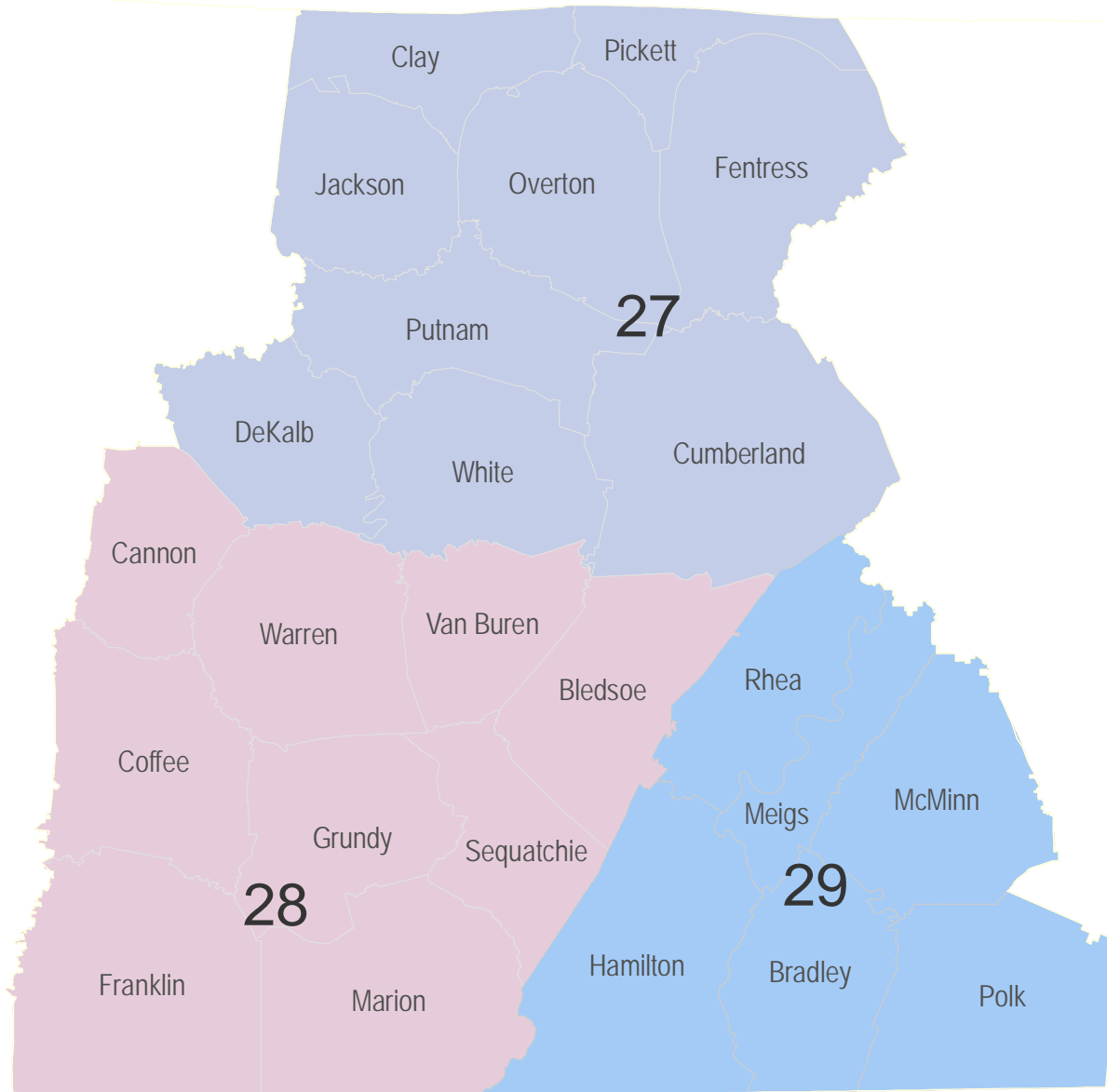
Effective Sept 1, 2013





## Region 2 - District Boundaries

Effective Sept 1, 2013

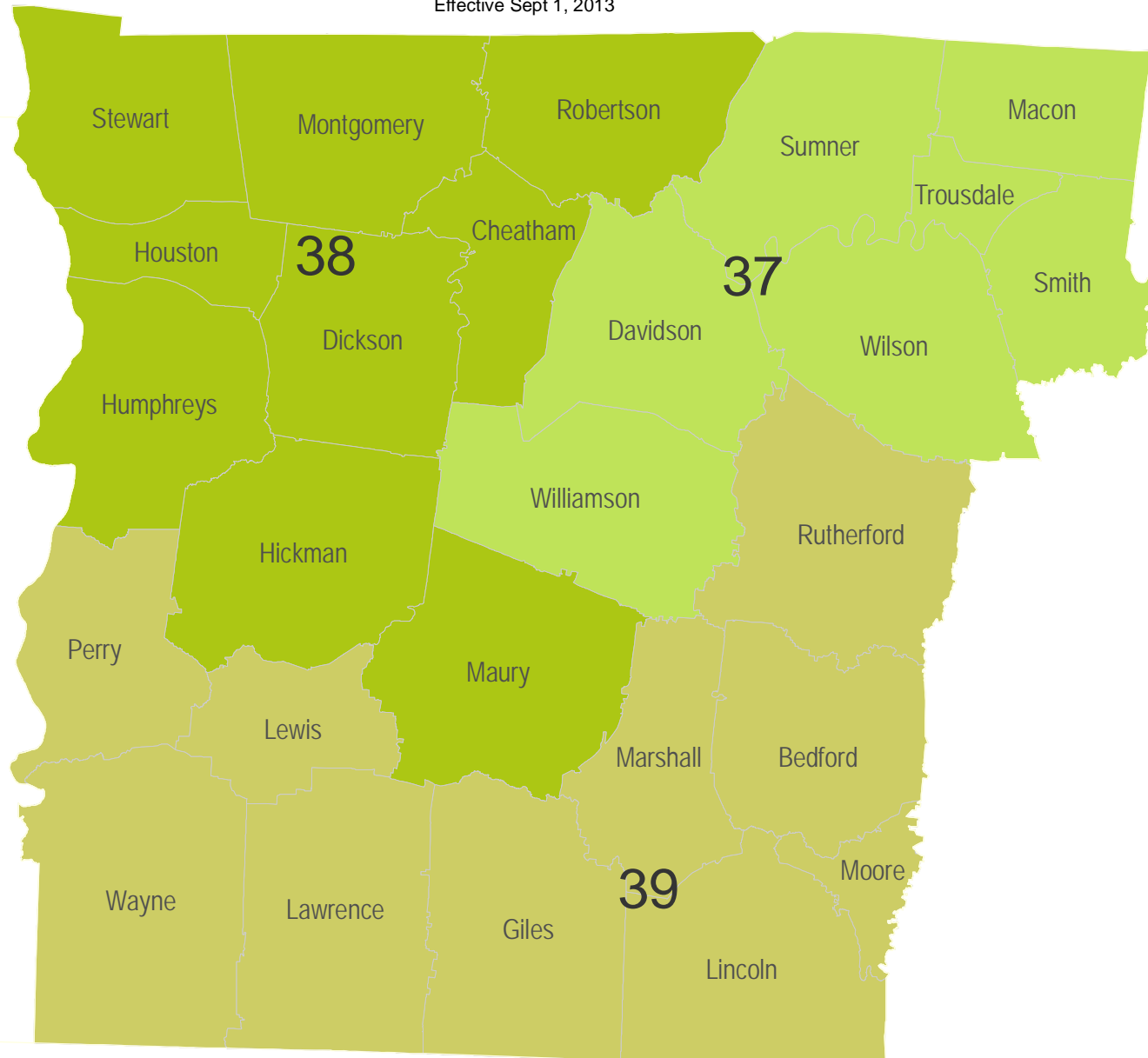






## Region 3 - District Boundaries

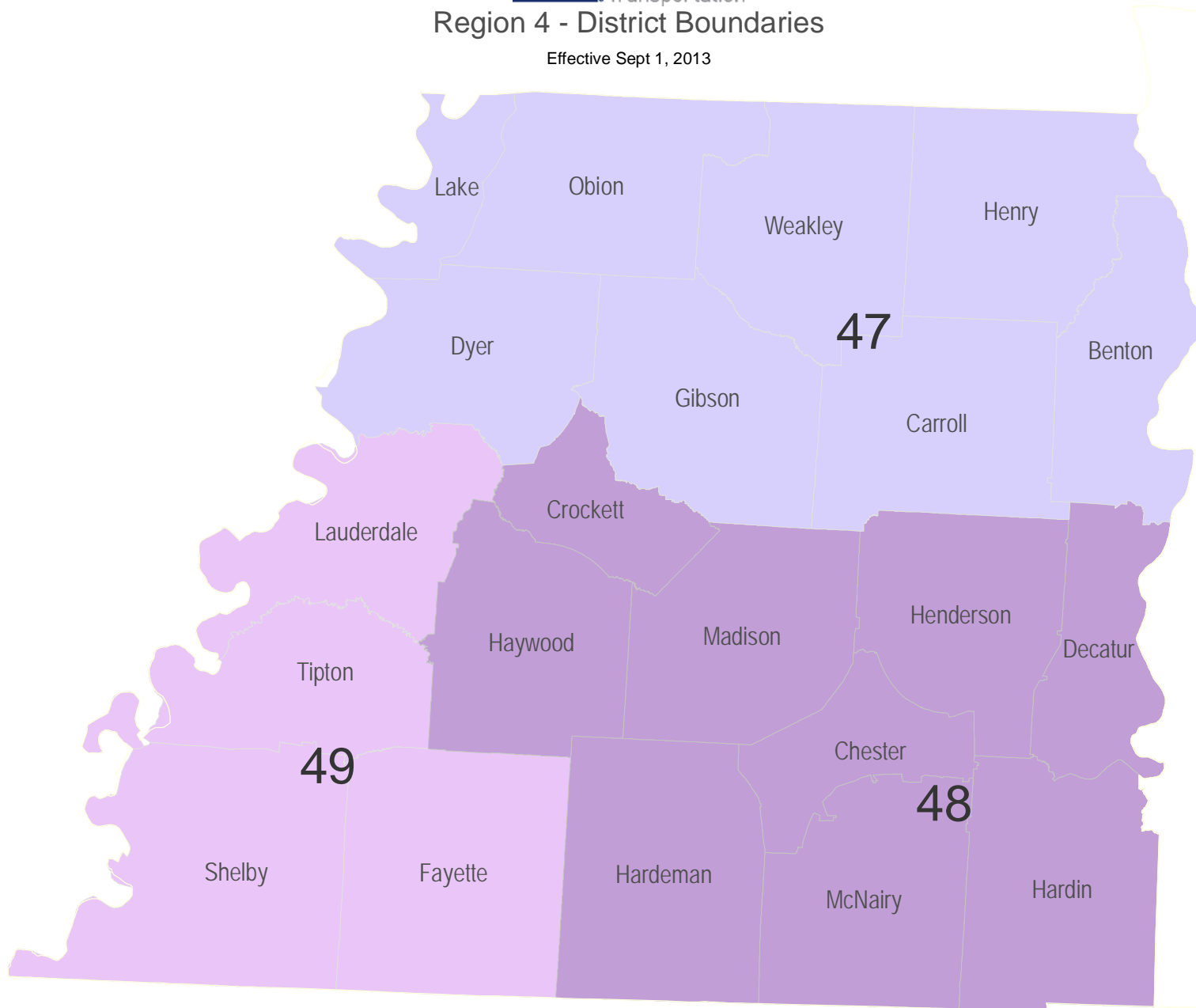
Effective Sept 1, 2013





## Region 4 - District Boundaries

Effective Sept 1, 2013



**TABLE 1-3, EXTERNAL AGENCIES OR MUNICIPALITIES DISTRIBUTION LIST**

One half size set of plans and the Distribution letter shall be sent for each distribution listed in number 1.

1. Preliminary, Site, R.O.W., and Construction Field Reviews

<p>Federal Highway Administration (FHWA)  <u>Area Engineer or Operations Program Manager for ITS for projects as noted below:</u></p> <p>Plans should be distributed on new and reconstruction projects on the Interstate System, Projects of Divisional Interest (PODI), or Appalachian Development Projects.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Distribute for #1 Only</div>	<p>Use following link to obtain Area Engineer or Operations Program Contact:  <a href="https://www.fhwa.dot.gov/tndiv/staff.cfm">https://www.fhwa.dot.gov/tndiv/staff.cfm</a></p>
<p>City and/or County Mayor,          Director of Public Works, <u>AND</u>          Highway Chief Administrator Officer</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Distribute for # 1 Only</div>	<p>City and/or County shall be contacted for each distribution to ensure information is correct and personnel have not changed.</p>
<p><b><u>UTILITIES</u></b>          Cable          Electric          Fiber          Gas          Phone          Water/Sewer          (Other)</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Distribute for # 1 Only</div>	<p>Project Delivery Personnel shall contact regional utilities offices to ensure utility contacts shown in the Survey.dgn file are correct prior to distribution of plans.</p>

## CADD Plan Files Disclaimer and Limitation of Liability Agreement

The Tennessee Department of Transportation (TDOT) is committed to providing electronic access to files. TDOT does not possess a staff that is available to provide technical support to outside parties who receive CADD files. It is important, therefore, that all potential users of these files read the following disclaimer and accept its terms as prerequisite to the use of the files.

1. TDOT makes no warranty of any kind, express or implied, with respect to the file(s) subject to this agreement, and specifically makes no warranty that said file(s) shall be fit for any particular purpose. Furthermore, any description of said file(s) shall not be deemed to create an express warranty that such file(s) shall conform to said description.
2. Receiver assumes all risk and liability for any losses, damages, claims or expenses resulting from the use or possession of any file(s) furnished by TDOT pursuant to this agreement.
3. Receiver agrees to indemnify, defend and hold harmless to the extent permitted by law TDOT, its officers, agents, and employees from and against any and all claims, suits, losses, damages and costs, including reasonable attorney's fees, arising from or by reason of receiver's use or possession with respect to any of the file(s) furnished by TDOT pursuant to this agreement, and such indemnification shall survive acceptance of said file(s) by receiver.
4. All design files are MicroStation™ drawing files (\*.dgn). Receiver agrees that TDOT cannot provide the files in other file formats, and agrees to accept the file(s) in the format provided. Receiver agrees that TDOT cannot be held responsible for problems arising from files which have been converted for use in non-native applications (e.g. MicroStation design files to Autocad).
5. Since revisions or additions to the design file(s) may occur at any time, the receiver agrees to indemnify, defend and hold harmless to the extent permitted by law TDOT, its officers, agents, and employees from and against any and all claims, suits, losses, damages or costs, including reasonable attorney's fees, arising from the use of outdated design files, and such indemnification shall survive acceptance of said file(s) by receiver.
6. The design files are copyrighted by the Tennessee Department of Transportation and may not be resold.
7. These terms and conditions constitute the complete and final agreement of the parties hereto.

The undersigned is authorized by \_\_\_\_\_  
to execute this agreement on its behalf. (Firm/Agency)

**I accept the aforementioned terms and conditions.**

Project: \_\_\_\_\_

File(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature (Receiver)

Firm /Agency

Date

## CONSTRUCTION PLANS REVISION

**TO:** Choose Regional Director

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** COUNTY:  
PIN:  
PROJECT NO.  
PROJECT DESCRIPTION:  
LETTING DATE: [Click here to enter a date.](#)  
CONTRACT NO:

Project has railroad involvement

**The following items were revised:**

- Alignment (description)
- Displacement changes
- Length (description)
- New streams being disturbed
- ROW Acquisition Acres (including new disturbance within existing ROW, new easement)
- Typical Section (description)
- Other changes that affect the project footprint
- Other changes that do not affect the project footprint

**Description of Revision:**

Sheets Revised (Nos.):

Sheets Added (Nos.):

Sheets Eliminated (Nos.):

Plan Revision Date: [Click here to enter a date.](#)

Revision Completed By:

The following items were placed on FileNet [Click here to enter a date.](#)

1. PDF Filename: *nnnnnn-nn-Construction-Rev-mm-dd-yy.pdf*
2. ZIP Filename: *nnnnnn-nn-Construction-Rev-mm-dd-yy.zip*

**Item 1 shall be a PDF Portfolio including current Construction revision letter, previous Construction revision letters, Letting revisions letters, Construction transmittal letter, and complete plan set containing each sealed sheet.**

**Item 2 shall include all Microstation and GEOPAK files.**

**Email notification including PDF of revision letter and sealed revised sheets**

CC:	District Operations:	<a href="#">Choose District</a>
	Environmental Coordinator (Regional):	<a href="#">Choose Region</a>
	Environmental Division:	<a href="mailto:TDOT.Env.AirNoise@tn.gov">TDOT.Env.AirNoise@tn.gov</a>
		<a href="mailto:TDOT.Env.Archaeology@tn.gov">TDOT.Env.Archaeology@tn.gov</a>
		<a href="mailto:TDOT.Env.Ecology@tn.gov">TDOT.Env.Ecology@tn.gov</a>
		<a href="mailto:TDOT.Env.HazmatOffice@tn.gov">TDOT.Env.HazmatOffice@tn.gov</a>
		<a href="mailto:TDOT.Env.Historic@tn.gov">TDOT.Env.Historic@tn.gov</a>
		<a href="mailto:TDOT.Env.NEPA@tn.gov">TDOT.Env.NEPA@tn.gov</a>
		<a href="mailto:TDOT.Env.PermitsFileNet@tn.gov">TDOT.Env.PermitsFileNet@tn.gov</a>
	Geotechnical Engineering Section:	<a href="mailto:TDOT.Geotech@tn.gov">TDOT.Geotech@tn.gov</a>
	Operations Director (Regional):	<a href="#">Choose Region</a>
	Plans Assembly	<a href="mailto:Eplans.Turnin.TDOT@tn.gov">Eplans.Turnin.TDOT@tn.gov</a>
	Project Development Director (Regional):	<a href="#">Choose Region</a>
	Right-of-Way Director (HQ):	<a href="mailto:TDOT.HQ.ROW@tn.gov">TDOT.HQ.ROW@tn.gov</a>
	Note in distribution if railroad involved	
	Right-of-Way Office (Regional):	<a href="#">Choose Region</a>
	Roadway Design Division File Room	<a href="mailto:TDOT.DesignFileRoom@tn.gov">TDOT.DesignFileRoom@tn.gov</a>
	Roadway Design Division Revisions	<a href="mailto:TDOT.DesignRevisions@tn.gov">TDOT.DesignRevisions@tn.gov</a>
	Structures Division:	
	If plans include Structure	<a href="mailto:TDOT.Structures@tn.gov">TDOT.Structures@tn.gov</a>
	If plans include Retaining Wall	<a href="mailto:TDOT.StructuresRW@tn.gov">TDOT.StructuresRW@tn.gov</a>
	Traffic Operations Division:	
	If plans include ITS Communication	<a href="mailto:TDOT_ITS@tn.gov">TDOT_ITS@tn.gov</a> (Note Underscore)
	If plans include signals and/or lighting	<a href="mailto:TDOT.SignalLighting@tn.gov">TDOT.SignalLighting@tn.gov</a>
	Utility Office (Regional):	<a href="#">Choose Region</a>

## CONSTRUCTION PLANS SUBMITTAL

**TO:** Plans Assembly, [Eplans.Turnin.TDOT@tn.gov](mailto:Eplans.Turnin.TDOT@tn.gov)

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** COUNTY:  
 PIN:  
 PROJECT NO.  
 PROJECT DESCRIPTION:  
 LETTING DATE:

The following completed Construction Plan items for the referenced project are being transmitted for the [Click here to enter a date](#) Letting Process.

- Original Construction Drawings (\_\_\_\_\_ Sheets)
- Original Roadway Cross-Sections (\_\_\_\_\_ Sheets)
- Original R.O.W. Title Sheet
- Grading Quantities (*nnnnnn-nn-GradingQuantities.pdf*) (Email Only)
- Resurfacing Plans (\_\_\_\_\_ Sheets)
- Estimate *nnnnnn-nn-ConstructionEstimate.xlsx* (Excel file placed on FileNet and attached in Email distribution)
- Project has railroad involvement

**The following items were placed on FileNet** [Click here to enter a date.](#)

1. PDF Filename: *nnnnnn-nn-Construction-mm-dd-yy.pdf*
2. ZIP Filename: *nnnnnn-nn-Construction-mm-dd-yy.zip*
3. Estimate: *nnnnnn-nn-ConstructionEstimate.xlsx*

***Item 1 shall be a PDF Portfolio including Construction transmittal letter and complete plan set containing each sealed sheet.***

***Item 2 shall include all MicroStation and GEOPAK files.***

For further information, please contact: \_\_\_\_\_, Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_, Email: \_\_\_\_\_.

### Email notification including PDF of Construction Transmittal Letter, Grading Quantities, and Estimate

<p>CC: Bid Analysis and Estimating Division:          Construction Estimates (HQ):          District Operations:          Environmental Coordinator (Regional):</p>	<p><a href="mailto:TDOT.EstimatingOffice@tn.gov">TDOT.EstimatingOffice@tn.gov</a>  <a href="mailto:TDOT.Construction.Estimates@tn.gov">TDOT.Construction.Estimates@tn.gov</a>  <a href="#">Choose District</a>  <a href="#">Choose Region</a></p>
---	---

Environmental Division:

[TDOT.Env.AirNoise@tn.gov](mailto:TDOT.Env.AirNoise@tn.gov)  
[TDOT.Env.Archaeology@tn.gov](mailto:TDOT.Env.Archaeology@tn.gov)  
[TDOT.Env.Ecology@tn.gov](mailto:TDOT.Env.Ecology@tn.gov)  
[TDOT.Env.HazmatOffice@tn.gov](mailto:TDOT.Env.HazmatOffice@tn.gov)  
[TDOT.Env.Historic@tn.gov](mailto:TDOT.Env.Historic@tn.gov)  
[TDOT.Env.NEPA@tn.gov](mailto:TDOT.Env.NEPA@tn.gov)  
[TDOT.Env.PermitsFilenet@tn.gov](mailto:TDOT.Env.PermitsFilenet@tn.gov)  
[TDOT.Geotech@tn.gov](mailto:TDOT.Geotech@tn.gov)

Geotechnical Engineering Section:  
Operations Director (Regional):  
Printing Services Superintendent:  
Program Development & Scheduling Division:  
Project Development Director (Regional):  
Quality Assurance/Quality Control Office:  
Right-of-Way Director (HQ):

[Choose Region](#)  
[TDOT.PrintShopLettinginfo@tn.gov](mailto:TDOT.PrintShopLettinginfo@tn.gov)  
[TDOT.PDSO@tn.gov](mailto:TDOT.PDSO@tn.gov)  
[Choose Region](#)  
[TDOT.QualityAssurance@tn.gov](mailto:TDOT.QualityAssurance@tn.gov)  
[TDOT.HQ.ROW@tn.gov](mailto:TDOT.HQ.ROW@tn.gov)

Note in distribution if railroad involved  
Right-of-Way Office (Regional):  
Roadway Design Division File Room  
Strategic Transportation Investment Division  
Structures Division:

[Choose Region](#)  
[TDOT.DesignFileRoom@tn.gov](mailto:TDOT.DesignFileRoom@tn.gov)  
[Choose Region](#)

If plans include Structure  
If plans include Retaining Wall  
Traffic Operations Division:  
If plans include ITS Communication  
If plans include signals and/or lighting  
Utility Office (Regional):

[TDOT.Structures@tn.gov](mailto:TDOT.Structures@tn.gov)  
[TDOT.StructuresRW@tn.gov](mailto:TDOT.StructuresRW@tn.gov)  
[TDOT\\_ITS@tn.gov](mailto:TDOT_ITS@tn.gov) (Note Underscore)  
[TDOT.SignalLighting@tn.gov](mailto:TDOT.SignalLighting@tn.gov)  
[Choose Region](#)



## CRASH DATA REQUEST

**TO:** Jeff Murphy, [Jeff.Murphy@tn.gov](mailto:Jeff.Murphy@tn.gov)  
 Safety Data Office, Strategic Transportation Investments Division

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** COUNTY:  
 PIN:  
 PROJECT NO.  
 PROJECT DESCRIPTION:

Investigated Log Mile: \_\_\_\_\_  
 Project Log Mile: \_\_\_\_\_

Ending Log Mile: \_\_\_\_\_  
 Ending Log Mile: \_\_\_\_\_

	CHECK		TIME PERIOD OR YEARS REQUESTED			
	Yes	No	(3 Years or Specify)			
Crash Listing:	<input type="checkbox"/>	<input type="checkbox"/>				
Collision Diagram:	<input type="checkbox"/>	<input type="checkbox"/>				
Crash Rates:	<input type="checkbox"/>	<input type="checkbox"/>				
High Hazard Rank:	<input type="checkbox"/>	<input type="checkbox"/>				
Update Previous Request:	<input type="checkbox"/>	<input type="checkbox"/>				
Describe Specifics:						

Request Analyzed By: \_\_\_\_\_  
 Jeff Murphy, Transportation Manager 1

\_\_\_\_\_  
 Date

Qualifies

Comments: \_\_\_\_\_

Attachments: **Map showing location of project**

## DESIGN EXCEPTION REQUEST AND JUSTIFICATION

**TO:** \_\_\_\_\_, Choose an item.

**FROM:** \_\_\_\_\_, Choose an item.

**DATE:** Click here to enter a date.

**SUBJECT:** COUNTY:  
 PIN:  
 PROJECT NO.  
 PROJECT DESCRIPTION:  
 NHS: YES NO  
 STATE ROUTE: YES NO

**DESIGN CONTROLLING CRITERIA FOR WHICH EXCEPTION IS REQUESTED:**

**APPLICABLE FOR ALL NHS ROADWAYS**

Design Speed       Design Loading Structural Capacity

**APPLICABLE FOR NHS ROADWAYS WITH DESIGN SPEED ≥ 50 MPH**

Lane Width	<input type="checkbox"/>	Cross Slopes	<input type="checkbox"/>
Horizontal Curve Radius	<input type="checkbox"/>	Vertical Clearance	<input type="checkbox"/>
Stopping Sight Distance	<input type="checkbox"/>	Superelevation Rate	<input type="checkbox"/>
Shoulder Width	<input type="checkbox"/>	Maximum Grade	<input type="checkbox"/>

**DESCRIBE THE REASONING OF THE DESIGN EXCEPTION REQUEST:**

**PROJECT DESIGN DATA:**

Highway Functional Classification: (Green Book 2011 Section 1.3) Principal Arterial  Arterial   
 Connector  Local road   
 Rural or Urban area: \_\_\_\_\_  
 Roadway Design Standard Drawing: \_\_\_\_\_  
 Existing Design Speed: \_\_\_\_\_  
 Existing Posted Speed: \_\_\_\_\_  
 Proposed Design Speed: \_\_\_\_\_  
 Proposed Posted Speed: \_\_\_\_\_  
 Type of Terrain: Level  Rolling  Mountainous

Traffic Data: ADT (20\_\_\_\_): \_\_\_\_\_ D: \_\_\_\_\_  
 ADT (20\_\_\_\_): \_\_\_\_\_ T: \_\_\_\_\_  
 DHV: \_\_\_\_\_ V: \_\_\_\_\_

**GEOMETRIC DESIGN DATA FOR LOCATION OF THE REQUESTED DESIGN EXCEPTION:**

	Standard	Existing	Proposed	N/A
Cross Slope (tangent section):	_____	_____	_____	<input type="checkbox"/>
Max. Superelevation Rate:	_____	_____	_____	<input type="checkbox"/>
Minimum Radius of Curve:	_____	_____	_____	<input type="checkbox"/>
Minimum Stopping Sight Distance:	_____	_____	_____	<input type="checkbox"/>
Passing Sight Distance:	_____	_____	_____	<input type="checkbox"/>
Crest Vertical Curve "K":	_____	_____	_____	<input type="checkbox"/>
Sag Vertical Curve "K":	_____	_____	_____	<input type="checkbox"/>
Maximum Grade:	_____	_____	_____	<input type="checkbox"/>
Design Loading:	_____	_____	_____	<input type="checkbox"/>

**ROADWAY TYPICAL SECTION**

Lane width:	_____	_____	_____	<input type="checkbox"/>
Outside Shoulder width:	_____	_____	_____	<input type="checkbox"/>
Inside Shoulder width:	_____	_____	_____	<input type="checkbox"/>
Clear Zone width:	_____	_____	_____	<input type="checkbox"/>

**BRIDGE DESIGN FEATURES**

Traffic Lane Widths:	_____	_____	_____	<input type="checkbox"/>
Outside Shoulder Widths:	_____	_____	_____	<input type="checkbox"/>
Inside Shoulder Widths:	_____	_____	_____	<input type="checkbox"/>
Sufficiency Rating:	_____	_____	_____	<input type="checkbox"/>
Vertical Clearance	_____	_____	_____	<input type="checkbox"/>
To Navigational Waterway:	_____	_____	_____	<input type="checkbox"/>
To Other Highway:	_____	_____	_____	<input type="checkbox"/>
To Railroad:	_____	_____	_____	<input type="checkbox"/>

**OTHER FACTORS CONSIDERED FOR THE EXCEPTION REQUEST:**

	YES	NO	N/A
<b>SAFETY</b>			
Accident history data has been reviewed.			
All roadway and roadside safety mitigation measures have been considered and provided.			
The proposed variance from the minimum roadway design standards does not adversely affect the safety of the facility.			
<b>The Highway Safety Manual was used to justify the design exception.</b>			
<b>OPERATIONS</b>			
The operation of the proposed typical cross-section is comparable with operation of the adjacent cross-sections.			
The proposed design does not cause a reduction in capacity or adversely affect traffic flow of the facility.			
The proposed design does not adversely effect long-term operations.			
<b>ROADWAY DESIGN</b>			
It is not feasible to meet the minimum roadway design standards due to right-of-way restrictions, environmental impacts, etc.			
The proposed design maintains the same level of service compared to the design based on minimum roadway design standards.			
The proposed design results in a significant cost savings compared to the design based on minimum roadway design standards.			
The proposed design can meet minimum roadway design standards in the future.			

**JUSTIFICATION OF DESIGN EXCEPTION:**

**Please provide detailed justification for the each item checked NO above**

Attachments

**DESIGN EXCEPTION IS REVIEWED AND RECOMMENDED FOR APPROVAL BY:**

Choose an item. \_\_\_\_\_

Click here to enter a date  
**Date**

Reviewer Comments Attached

**APPROVED BY:**

Choose an item. \_\_\_\_\_

Click here to enter a date.  
**Date**



## **LETTING PLANS REVISION**

**TO:** Construction Division (HQ), [TDOT.Construction.Estimates@tn.gov](mailto:TDOT.Construction.Estimates@tn.gov)

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** COUNTY:  
PIN:  
PROJECT NO.  
PROJECT DESCRIPTION:  
LETTING DATE: [Click here to enter a date.](#)

Project has railroad involvement

### **The following items were revised:**

- Alignment (description)
- Displacement changes
- Length (description)
- New streams being disturbed
- ROW Acquisition Acres (including new disturbance within existing ROW, new easement)
- Typical Section (description)
- Other changes that affect the project footprint
- Other changes that do not affect the project footprint

### **Description of Revision:**

Sheets Revised (Nos.):

Sheets Added (Nos.):

Sheets Eliminated (Nos.):

Plan Revision Date: [Click here to enter a date.](#)

Revision Completed By:

The following items were placed on FileNet [Click here to enter a date.](#)

1. PDF Filename: *nnnnnn-nn-Construction-mm-dd-yy.pdf*
2. ZIP Filename: *nnnnnn-nn-Construction-mm-dd-yy.zip*

**Item 1 shall be a PDF Portfolio including current Letting revision letter, previous Letting revisions letters, Construction transmittal letter, and complete plan set containing each sealed sheet.**

**Item 2 shall include all MicroStation and GEOPAK files.**

**Email notification including PDF of revision letter, sealed *revised* sheets, and Excel Estimate Revision Request if applicable.**

CC: Bid Analysis and Estimating Division: If estimate revised	<a href="mailto:TDOT.EstimatingOffice@tn.gov">TDOT.EstimatingOffice@tn.gov</a>
District Operations:	<a href="#">Choose District</a>
Environmental Coordinator (Regional):	<a href="#">Choose Region</a>
Environmental Division:	<a href="mailto:TDOT.Env.AirNoise@tn.gov">TDOT.Env.AirNoise@tn.gov</a>
	<a href="mailto:TDOT.Env.Archaeology@tn.gov">TDOT.Env.Archaeology@tn.gov</a>
	<a href="mailto:TDOT.Env.Ecology@tn.gov">TDOT.Env.Ecology@tn.gov</a>
	<a href="mailto:TDOT.Env.HazmatOffice@tn.gov">TDOT.Env.HazmatOffice@tn.gov</a>
	<a href="mailto:TDOT.Env.Historic@tn.gov">TDOT.Env.Historic@tn.gov</a>
	<a href="mailto:TDOT.Env.NEPA@tn.gov">TDOT.Env.NEPA@tn.gov</a>
	<a href="mailto:TDOT.Env.PermitsFilenet@tn.gov">TDOT.Env.PermitsFilenet@tn.gov</a>
Geotechnical Engineering Section:	<a href="mailto:TDOT.Geotech@tn.gov">TDOT.Geotech@tn.gov</a>
Operations Director (Regional):	<a href="#">Choose Region</a>
Plans Assembly:	<a href="mailto:Eplans.Turnin.TDOT@tn.gov">Eplans.Turnin.TDOT@tn.gov</a>
Printing Services Superintendent:	<a href="mailto:TDOT.PrintShopLettinginfo@tn.gov">TDOT.PrintShopLettinginfo@tn.gov</a>
Program Development & Scheduling Division:	<a href="mailto:TDOT.PDSO@tn.gov">TDOT.PDSO@tn.gov</a>
Project Development Director (Regional):	<a href="#">Choose Region</a>
Right-of-Way Director (HQ):	<a href="mailto:TDOT.HQ.ROW@tn.gov">TDOT.HQ.ROW@tn.gov</a>
Note in distribution if railroad involved	
Right-of-Way Office (Regional):	<a href="#">Choose Region</a>
Roadway Design Division File Room	<a href="mailto:TDOT.DesignFileRoom@tn.gov">TDOT.DesignFileRoom@tn.gov</a>
Roadway Design Division Revisions	<a href="mailto:TDOT.DesignRevisions@tn.gov">TDOT.DesignRevisions@tn.gov</a>
Strategic Transportation Investment Division	<a href="#">Choose Region</a>
Structures Division:	
If plans include Structure	<a href="mailto:TDOT.Structures@tn.gov">TDOT.Structures@tn.gov</a>
If plans include Retaining Wall	<a href="mailto:TDOT.StructuresRW@tn.gov">TDOT.StructuresRW@tn.gov</a>
Traffic Operations Division:	
If plans include ITS Communication	<a href="mailto:TDOT_ITS@tn.gov">TDOT_ITS@tn.gov (Note Underscore)</a>
If plans include signals and/or lighting	<a href="mailto:TDOT.SignalLighting@tn.gov">TDOT.SignalLighting@tn.gov</a>
Utility Office (Regional):	<a href="#">Choose Region</a>

## NEPA GREEN SHEET CERTIFICATION

**TO:** HQ Environmental Division, TDOT.Env.NEPA@tn.gov

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** County:  
 PIN:  
 Project NO.:  
 Project Description:

I certify that the roadway plans include all items from the attached environmental "green sheet" other than those noted below.

Explanation:

Name	Title (Project Development)	Date
------	-----------------------------	------

I certify that the roadway design plans for this project have been reviewed by Environmental Division staff and that all items shown on the attached green sheet, other than any items specifically explained above, are included in the plans.

Name	Title (Environmental Division)	Date
------	--------------------------------	------

Attachment



## NEPA RE-EVALUATION

**TO:** HQ Environmental Division, TDOT.NEPA@tn.gov

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** County:  
PIN:  
Project No.:  
Project Description:

Project has railroad involvement.

**The following items were revised since ROW turn in on [Click here to enter a date.](#):**

- Alignment (description)
- Displacement changes
- Length (description)
- New streams being disturbed
- ROW Acquisition Acres (including new disturbance within existing ROW, new easement)
- Typical Section (description)
- Other changes that affect the project footprint

**A complete plan set of Construction Field Review Plans have been placed on FileNet on [Click here to enter a date.](#)**

PDF Filename: *nnnnnn-nn-ConstructionFieldReview.pdf*

## RESURFACING PLANS

### CERTIFICATION OF SCOPE OF WORK

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** COUNTY:  
PIN:  
PROJECT NO.  
PROJECT DESCRIPTION:  
PROJECT LENGTH (MILE):

Disturbed Acreage: \_\_\_\_\_ Less Than 1 Acre \_\_\_\_\_ 1 Acre or Greater

Row or Easements Required:  Yes  No

**The subject resurfacing project is limited to the following items:**

- Cold planning existing asphalt
- Installation of rumble strips / stripes
- Pavement markings
- Raised pavement markings
- Resurfacing
- Safety edge
- Sign replacement or upgrades

#### **Safety Upgrades**

- Add 2 ft. wide shoulder at locations where there is no existing shoulder
- Center line rumble stripe
- End terminal (Type 38, 21, and 13) remove, upgrade, or new installation
- Existing guardrail height adjustment
- Improve roadway superelevation (no grading or pavement reconstruction)
- Install breakaway sign support hardware
- Install earth pad
- Install new or upgrade existing to self-restoring / low maintenance crash cushion
- Installation of skid resistant surfaces
- Remove, install, and/or repair substandard bridge rail
- Remove, relocate, or delineate road side obstacles (i.e. trees) located within the clear zone
- Sight distance correction (intersection and/or stopping)

#### **Drainage Maintenance**

- Clean/ reshape roadside ditch
- Install a drainage pipe safety head wall (parallel or perpendicular) if inlet or outlet located within the clear zone
- Stabilize eroded channel/bank

**Pedestrian Accessibility and Bicycle Accommodation**

- Install curb ramps
- Install curb ramps on side roads to maintain continuity/accessibility  
Refer to TDOT Long Range Multimodal Transportation Plan  
(Contact Bicycle/Pedestrian Coordinator) if the subject highway is planned to incorporate,
- Pavement marking and signing for bike route
- Pavement marking and signing for bike lane

**Work Zone Safety**

- Detour
- Significant project determination
- Temporary traffic control
- Other: \_\_\_\_\_

**I certify that the scope of the subject resurfacing and safety project is limited to the items listed above.**

\_\_\_\_\_  
Regional Resurfacing Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Civil Engineering Manager 1

\_\_\_\_\_  
Date

**In the event that additional items are added to the scope of work during plans development, complete the section below and resubmit to the Environmental Office.**

**ADDENDUM TO SCOPE OF WORK**

**The following has been added to the original scope of work for the subject resurfacing project:**

\_\_\_\_\_

\_\_\_\_\_  
Regional Resurfacing Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Civil Engineering Manager 1

\_\_\_\_\_  
Date

## PAVEMENT DESIGN REVIEW

**TO:** Pavement Design Section, HQ Roadway Design Division  
TDOT.PavementDesign@tn.gov

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** County:  
PIN:  
Project No.:  
Project Description:  
Proposed Letting Date: [Click here to enter a date.](#)

Original Pavement Design Received: [Click here to enter a date.](#)

Please review the attached pavement design for this project and provide email confirmation that it is adequate for present conditions.

**REASON FOR REQUEST:**

- Changed Alignment
- Present Pavement Design More Than Three Years Old
- Updated Traffic

**ATTACHMENTS**

**DATE REQUESTED**

Original Pavement Design	<input type="checkbox"/>	<u><a href="#">Click here to enter a date.</a></u>
Updated Traffic Report with ADL'S (if available)	<input type="checkbox"/>	<u><a href="#">Click here to enter a date.</a></u>

Construction Field Review Plans placed on FileNet [Click here to enter a date.](#) with the name:  
*nnnnnn-nn-ConstructionFieldReview.pdf*

Please explain any missing attachments (include date requested traffic report):

cc: Project Development Manager

## PAVEMENT DESIGN REQUEST

**TO:** Pavement Design Section, HQ Roadway Design Division  
TDOT.PavementDesign@tn.gov

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** County:  
PIN:  
Project No.:  
Project Description:  
Proposed R.O.W. Field Review Date: [Click here to enter a date.](#)

Please check each box for all design items that apply to the project

- Detour Road
- Intersecting Roads
- New Alignment
- Resurfacing
- Traffic to be maintained during construction
- Widening

Other Comments:

**ATTACHMENTS:**

**DATE REQUESTED:**

- Geotechnical Soil Report [Click here to enter a date.](#)
- Traffic Report with ADL'S (if available) [Click here to enter a date.](#)
- PDF of plans (Title, Typical Sections, Proposed Layout)

If PDF of plans are too large to email, place on Filenet with the name:  
*nnnnnn-nn-PavementDesignRequest.pdf*

Please explain any missing attachments:

cc: Project Development Manager

## PEDESTRIAN ACCESSIBILITY & BICYCLE ACCOMMODATION CHECKLIST

County	Route	PIN	Begin Log Mile	End Log Mile

### Curb Ramps and Crosswalks

All sidewalks at intersections inside the resurfacing project shall have ADA compliant ramps, (refer to *RP-H-series drawings*) and marked crosswalks (refer to the standard drawing *T-M-4*) Coordinate with both the ADA Coordinator and the Bicycle/Pedestrian Coordinator for recommendations.

Pedestrian Facility Intersections				
Intersection/Crossing Roadway*	Number of Ramps to Built	Type of Ramp	Number of Crosswalks	Signalized Intersections**

\*Add a sketch to clarify the type and location of the proposed ramps on side roads or intersections in order to maintain continuity/accessibility.

\*\*Provide accessible pedestrian signals in non-visual formats (i.e. audible tones and/or vibrotactile surfaces) and pedestrian pushbuttons

### Bike Route/ Bike Lanes

1. Is the Highway designated as a bike route or a bike lane in accordance with the Long Range Multimodal Transportation Plan per *the Bicycle/Pedestrian Coordinator*?  
 Bike route   
*Refer to the standard drawing T-M-11 for bike route signing and pavement markings.*  
  
 Bike Lane   
*Evaluate the existing roadway lane and shoulder widths and refer to the standard drawings T-M-12 thru 14 for bike lane signing and pavement markings.*
2. Indicate location(s) where the proposed bike lane may be interrupted due to the narrowed shoulders such as bridge crossings or intersections.

Interrupted Bike Lane Locations		
Begin Log Mile	End Log Mile	Left / Right

## PROPOSED RETAINING WALL DESIGN

**TO:** Structures Division, [TDOT.StructuresRW@tn.gov](mailto:TDOT.StructuresRW@tn.gov)

**FROM:** Project Development Manager

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** COUNTY:  
PIN:  
PROJECT NO.  
PROJECT DESCRIPTION:

During the development of the subject project, our office determined retaining walls shall be considered. I am requesting the Structures Division coordinate with the Geotechnical Section to evaluate each retaining wall to determine if the retaining wall is a feasible option for locations as shown on the plans and request that they coordinate the acquisition of soil surveys deemed necessary by the structural designer. Please notify our office immediately if a wall is deemed not to be a feasible solution.

The retaining wall information shown on the preliminary plans is conceptual in nature; therefore, any changes to the length, location, or footprint of proposed walls could affect R.O.W. in an already constrained location. Please note the following R.O.W. restrictions, known environmental constraints, or project commitments when determining your design and approved alternatives: ([Designer to enter all R.O.W. restrictions, environmental constraints, and/or project commitments for each wall location here](#))

The *Retaining Wall Detail (R1A.sht, R2A.sht, etc.) Geometric Layout* sheet(s) and related files are on FileNet under the name: *nnnnnn-nn-RetainingWall.zip*. For all walls, additional information or changes to all *Retaining Wall Detail (R1A.sht, R2A.sht, etc.) Geometric Layout* sheet(s) pertaining to wall length, location, or footprint of the wall shall be provided to the TDOT Project Development Designer or Consultant Designer by this date [Click here to enter a date.](#). (Designer to enter date three weeks prior to the date scheduled to print for the R.O.W. Field Review).

For each wall **designed** by the Structures Division, the Structures Division shall also provide *Preliminary Retaining Wall Details (R1.sht, R2.sht, etc.) Geotechnical Design Notes* sheet(s) for insertion into the plans for R.O.W. field review by this date [Click here to enter a date.](#). ([Designer to enter date one week prior to the date scheduled to print for R.O.W. Field Review distribution](#)). *Retaining Wall Details (R1B.sht, R2B.sht, etc.) Soil Profiles and Details* sheet(s) **shall not** be provided.

For each wall **not designed** by the Structures Division, the *Retaining Wall Details (R1.sht, R2.sht, etc.) Geotechnical Design Notes* and *Retaining Wall Details (R1B.sht, R2B.sht, etc.) Soil Profiles and Details* sheet(s) **shall not** be provided for the R.O.W. Field Review.

This project will have a Design Meeting (PPRM Activity #400) on [Click here to enter a date.](#)

For further information, please contact: \_\_\_\_\_, Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_, Email: \_\_\_\_\_.

CC: Geotechnical Engineering Section:  
Project Delivery Designer  
Or Consultant Designer  
Traffic Operations Division:

[TDOT.Geotech@tn.gov](mailto:TDOT.Geotech@tn.gov)  
(Enter Email)

If plans include ITS Communication  
If plans include signals and/or lighting

[TDOT\\_ITS@tn.gov](mailto:TDOT_ITS@tn.gov)  
[TDOT.SignalLighting@tn.gov](mailto:TDOT.SignalLighting@tn.gov)



## **NOTICE OF PUBLIC HEARING**

The Tennessee Department of Transportation (TDOT) will host a public meeting on *(enter date)* to gather public input on the *(insert project information including county and description as shown in PPRM)*. The meeting will be held from X:00 p.m. until X:00 p.m. at the following location:

*[location]*

The meeting is being held to provide the public an opportunity to provide comments regarding this project. Representatives of TDOT will be available to provide information on various aspects of this proposed project. Anyone with questions regarding the meeting should contact:

*YOUR NAME*  
*YOUR ADDRESS*  
*(XXX) YOUR PHONE*  
*YOUR EMAIL*

Persons with a disability, who require aids or services to participate at the meeting, may contact Ms. Margaret Mahler no less than ten (10) days prior to the date of the meeting:

Ms. Margaret Mahler  
Suite 400, James K Polk Building  
Nashville, TN 37243  
[Margaret.Z.Mahler@tn.gov](mailto:Margaret.Z.Mahler@tn.gov)  
Phone: (615) 741-3461  
TTY Relay (877) 831-0298

A court reporter will be available to receive oral statements to be included in the project transcript. In addition, comment sheets will be available for those who prefer to make written statements. Written statements and other exhibits to be included in the project transcript may be submitted within twenty-one (21) days after the meeting date to the following address:

Project Comments  
Tennessee Department of Transportation  
Suite 700, James K. Polk Building  
505 Deaderick Street  
Nashville, TN 37243-0332

TDOT is an Equal Opportunity Employer and does not discriminate on the basis of race, age, sex, religion, color, disability or national origin.

## Public Meeting/Hearing Checklist

Please submit to the Community Relations Division when ready to proceed with setting the meeting date.

Submit this for **electronically** to: [Chelsea.Bell@tn.gov](mailto:Chelsea.Bell@tn.gov)

Meeting materials submitted **electronically** to: [Amanda.K.Tidwell@tn.gov](mailto:Amanda.K.Tidwell@tn.gov)

**Project Name/County:**

Check box for Yes and/or write response:

TARGET Meeting Date: [Click here to enter a date.](#)

Have you discussed a proposed meeting date with your regional community relations officer?

Region 1- Mark Nagi

Region 2- Jennifer Flynn

Region 3- Kathryn Schulte

Region 4- Nichole Lawrence

Have you discussed a proposed meeting date with other pertinent staff?

Will you need more than one court reporter? If yes, how many?

Have you secured a meeting location?

Is the meeting location equipped with a microphone for public input? (Please check with facility where meeting is being held.)

Is a sound system needed?

Who will make the presentation at the meeting?

Who is preparing meeting materials? (All materials must be submitted to CRD two weeks prior to meeting for approval.)

If you want the notice published in another paper besides the main paper for that county please list the paper(s):

### **Time Requirements**

Public Meeting requests must be submitted with this checklist to CRD eight (8) weeks prior to meeting date.

Public Hearing requests must be submitted to CRD with this checklist ten (10) weeks in advance of hearing date.

Submitted By:

Date: [Click here to enter a date.](#)

## Pre-Public Hearing and Meeting Questionnaire

Project Information		
<b>Project Route &amp; Termini:</b>	<b>What is the public involvement level for this project? (Use the TDOT Public Involvement Plan) Choose a Level</b>	
<b>Brief Description of Work:</b>	<b>Have Public Officials been briefed? If yes, when?</b>	
	<b>Type of Hearing/Meeting:</b> Choose Type	
Displacements		
<b>Residential:</b> Choose yes or no	<b>Business:</b> Choose yes or no	<b>Multi-family:</b> Choose yes or no
<b>Describe Major Impacts to Project Area:</b>		
<b>Short Term:</b>		<b>Long Term:</b>
Estimated Project Costs		
<b>PE:</b>	<b>ROW:</b>	<b>Construction:</b>
Yes	No	Project Information
<input type="checkbox"/>	<input type="checkbox"/>	During the project development process, has there been any public resistance, organized or other? If yes, describe.
<input type="checkbox"/>	<input type="checkbox"/>	Does the project have MPO/RPO support? If yes, briefly explain.
<input type="checkbox"/>	<input type="checkbox"/>	Does the project have local officials support or opposition? Provide name and title.
<input type="checkbox"/>	<input type="checkbox"/>	Does the project have state officials support or opposition? Provide name and title.
<input type="checkbox"/>	<input type="checkbox"/>	Does the project have federal officials/agency support/opposition/concerns? Provide name and title.
<input type="checkbox"/>	<input type="checkbox"/>	Have there been meetings held between TDOT, public officials, MPOs and RPOs? If yes, please explain.
<input type="checkbox"/>	<input type="checkbox"/>	Are there any individuals or other groups that may support or oppose the project? If yes, describe.
<input type="checkbox"/>	<input type="checkbox"/>	Have there been previous public meetings held for the project?
<input type="checkbox"/>	<input type="checkbox"/>	Has there been any media coverage? Choose positive or negative
<input type="checkbox"/>	<input type="checkbox"/>	Is there any other information that might be important?
<b>Project Number:</b> XXXXX-XX-XX		<b>TX Number:</b>

Proposed Methods of Public Outreach (check all that apply)	
<input type="checkbox"/> Notice in legal section of the newspaper	<input type="checkbox"/> Social Media
<input type="checkbox"/> Editorial/press release	<input type="checkbox"/> State/Local Officials Meeting
<input type="checkbox"/> Direct Mail	<input type="checkbox"/> Flashing Signs
<input type="checkbox"/> Door Hangers/Notice on Door	<input type="checkbox"/> Flyers in Businesses
<input type="checkbox"/> Radio	<input type="checkbox"/> Website
<input type="checkbox"/> Translation Services Needed?	<input type="checkbox"/> Other

Completed/Submitted by: \_\_\_\_\_ Date: Select Date

Completed/Submitted by: \_\_\_\_\_ Date: Select Date

Completed/Submitted by: \_\_\_\_\_ Date: Select Date

**ROADWAY DESIGN DIVISION**  
SUITE 1200, JAMES K. POLK BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1402  
(615) 741-2221

**JOHN C. SCHROER**  
COMMISSIONER

**BILL HASLAM**  
GOVERNOR

## RIGHT-OF-WAY INCIDENTAL APPROVAL REQUEST

**TO:** Program Development & Scheduling Division, TDOT.PDSO@tn.gov

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** COUNTY:  
PIN:  
PROJECT NO.  
PROJECT DESCRIPTION:

In accordance with the Roadway Design Guidelines, I am requesting funding approval for R.O.W. Incidentals Except Appraisals. For your use, I have attached a pdf title sheet of this project.

Following funding approval, please sign and date below and return a copy of this form to my office at your earliest convenience.

Funding Approval for Right-of-Way Incidentals Except Appraisals:

**By:** \_\_\_\_\_

**DATE:** [Click here to enter a date.](#)

Attachment

**ROW OR UTILITIES ONLY**  
**FUNDING APPROVAL REQUEST**

**TO:** Program Development & Scheduling Division, [TDOT.PDSO@tn.gov](mailto:TDOT.PDSO@tn.gov)

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** COUNTY:  
PIN:  
PROJECT NO.  
PROJECT DESCRIPTION:

In accordance with the Roadway Design Guidelines, I am requesting funding approval for [Choose an item](#). For your use, I have attached one (1) half-size title sheet of this project. NEPA document was approved on [Click here to enter a date](#).

At your earliest convenience following funding approval, please sign and date below and return a copy of this form to my office.

Funding has been approval for Right-of-Way Appraisals and Acquisition or Utilities Only:

**By:** \_\_\_\_\_

**DATE:** [Click here to enter a date.](#)

Attachment

## RIGHT-OF-WAY PLANS REVISION

**TO:** Right-of-Way Division Director, (TDOT.HQ.ROW@tn.gov)

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** COUNTY:  
PIN:  
PROJECT NO.  
PROJECT DESCRIPTION:

Project has railroad involvement

**The following items were revised:**

- Alignment (description)
- Displacement changes
- Length (description)
- New streams being disturbed
- ROW Acquisition Acres (including new disturbance within existing ROW, new easement)
- Typical Section (description)
- Other changes that affect the project footprint
- Other changes that do not affect the project footprint

**Description of Revision:**

Sheets Revised (Nos.):

Sheets Added (Nos.):

Sheets Eliminated (Nos.):

Plan Revision Date: [Click here to enter a date.](#)

Revision Completed By:

The following items were placed on FileNet [Click here to enter a date.](#)

1. PDF Filename: *nnnnnn-nn-ROW-Rev-mm-dd-yy.pdf*
2. ZIP Filename: *nnnnnn-nn-ROW-Rev-mm-dd-yy.zip*

**Item 1 shall include a PDF plan set with current R.O.W. revision letter, previous R.O.W. revision letters, R.O.W. Transmittal letter, Funding Approval Letter, and complete set of plans with the Title Sheet only sealed.**

**Item 2 shall include all MicroStation and GEOPAK files.**

**Email notification including PDF of revision letter and revised sheets**

CC: Environmental Coordinator (Regional):	<a href="#">Choose Region</a>
Environmental Division:	<a href="mailto:TDOT.Env.AirNoise@tn.gov">TDOT.Env.AirNoise@tn.gov</a>
	<a href="mailto:TDOT.Env.Archaeology@tn.gov">TDOT.Env.Archaeology@tn.gov</a>
	<a href="mailto:TDOT.Env.Ecology@tn.gov">TDOT.Env.Ecology@tn.gov</a>
	<a href="mailto:TDOT.Env.HazmatOffice@tn.gov">TDOT.Env.HazmatOffice@tn.gov</a>
	<a href="mailto:TDOT.Env.Historic@tn.gov">TDOT.Env.Historic@tn.gov</a>
	<a href="mailto:TDOT.Env.NEPA@tn.gov">TDOT.Env.NEPA@tn.gov</a>
	<a href="mailto:TDOT.Env.PermitsFileNet@tn.gov">TDOT.Env.PermitsFileNet@tn.gov</a>
Geotechnical Engineering Section:	<a href="mailto:TDOT.Geotech@tn.gov">TDOT.Geotech@tn.gov</a>
Project Development Director (Regional):	<a href="#">Choose Region</a>
Right-of-Way Office (Regional):	<a href="#">Choose Region</a>
Roadway Design Division Revisions	<a href="mailto:TDOT.DesignRevisions@tn.gov">TDOT.DesignRevisions@tn.gov</a>
Strategic Transportation Investment Division	<a href="#">Choose Region</a>
Structures Division:	
If plans include Structure	<a href="mailto:TDOT.Structures@tn.gov">TDOT.Structures@tn.gov</a>
If plans include Retaining Wall	<a href="mailto:TDOT.StructuresRW@tn.gov">TDOT.StructuresRW@tn.gov</a>
Traffic Operations Division:	
If plans include ITS Communication	<a href="mailto:TDOT_ITS@tn.gov">TDOT_ITS@tn.gov (Note Underscore)</a>
If plans include signals and/or lighting	<a href="mailto:TDOT.SignalLighting@tn.gov">TDOT.SignalLighting@tn.gov</a>
Utility Office (Regional):	<a href="#">Choose Region</a>



## RIGHT-OF-WAY PLANS SUBMITTAL

**TO:** Right-of-Way Division Director, ([TDOT.HQ.ROW@tn.gov](mailto:TDOT.HQ.ROW@tn.gov))

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** COUNTY:  
 PIN:  
 PROJECT NO.  
 PROJECT DESCRIPTION:

The subject project is being submitted for ([Choose an item.](#)) plans submittal.  
**The following items were placed on FileNet** [Click here to enter a date.](#)

1. PDF Filename: *nnnnnnn-nn-ROW-mm-dd-yy.pdf*
2. ZIP Filename: *nnnnnnn-nn-ROW-mm-dd-yy.zip*

***Item 1 shall include a PDF plan set with current R.O.W. revision letter, previous R.O.W. revision letters, R.O.W. Transmittal letter, Funding Approval Letter, and complete set of plans with the Title Sheet only sealed.***

***Item 2 shall include all MicroStation and GEOPAK files.***

Preliminary Estimate Emailed: [Click here to enter a date.](#)

Project has railroad involvement

For further information, please contact \_\_\_\_\_, Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_, Email: \_\_\_\_\_.

**Email notification including PDF of revision letter and revised sheets**

CC: Environmental Coordinator (Regional):	<a href="#">Choose Region</a>
Environmental Division:	<a href="mailto:TDOT.Env.AirNoise@tn.gov">TDOT.Env.AirNoise@tn.gov</a>
	<a href="mailto:TDOT.Env.Archaeology@tn.gov">TDOT.Env.Archaeology@tn.gov</a>
	<a href="mailto:TDOT.Env.Ecology@tn.gov">TDOT.Env.Ecology@tn.gov</a>
	<a href="mailto:TDOT.Env.HazmatOffice@tn.gov">TDOT.Env.HazmatOffice@tn.gov</a>
	<a href="mailto:TDOT.Env.Historic@tn.gov">TDOT.Env.Historic@tn.gov</a>
	<a href="mailto:TDOT.Env.NEPA@tn.gov">TDOT.Env.NEPA@tn.gov</a>
	<a href="mailto:TDOT.Env.PermitsFilenet@tn.gov">TDOT.Env.PermitsFilenet@tn.gov</a>
Geotechnical Engineering Section:	<a href="mailto:TDOT.Geotech@tn.gov">TDOT.Geotech@tn.gov</a>
Program Development & Scheduling Office:	<a href="mailto:TDOT.PDSO@tn.gov">TDOT.PDSO@tn.gov</a>
Project Development Director (Regional):	<a href="#">Choose Region</a>
Quality Assurance/Quality Control Office:	<a href="mailto:TDOT.QualityAssurance@tn.gov">TDOT.QualityAssurance@tn.gov</a>
Right-of-Way Office (Regional):	<a href="#">Choose Region</a>
Strategic Transportation Investment Division	<a href="#">Choose Region</a>
Structures Division:	
If plans include Structure	<a href="mailto:TDOT.Structures@tn.gov">TDOT.Structures@tn.gov</a>
If plans include Retaining Wall	<a href="mailto:TDOT.StructuresRW@tn.gov">TDOT.StructuresRW@tn.gov</a>

Traffic Operations Division:

If plans include ITS Communication

If plans include signals and/or lighting

Utility Office (Regional):

TDOT ITS @tn.gov (Note Underscore)

TDOT.SignalLighting@tn.gov

Choose Region

## **SOILS AND GEOLOGY REPORT REQUEST**

**TO:** Geotechnical Engineering Section, [TDOT.Geotech@tn.gov](mailto:TDOT.Geotech@tn.gov)

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** COUNTY:  
PIN:  
PROJECT NO.  
PROJECT DESCRIPTION:

We request soils survey data, C.B.R., and water sample results, if needed by: [Click here to enter a date.](#)

**Plan set has been placed on FileNet on** [Click here to enter a date.](#)

PDF Filename: *nnnnnn-nn-InitialStudies.pdf*

ZIP Filename: *nnnnnn-nn-InitialStudies.zip*

**PDF Plans shall include at a minimum the following sheets: Title, Typical Section, R.O.W. Acquisition, Present (with preliminary slope lines), R.O.W. Details, Proposed, Profile, and Cross Sections**

**Remarks:**

This project will have a Design Meeting (PPRM Activity #400) on [Click here to enter a date.](#)

If Design Meeting is held, Project Delivery Manager will notify Geotechnical Engineering Section immediately by email if there is a proposed alignment change due to comments at Design Meeting.

## TRAFFIC REPORT REQUEST

**TO:** Tony Armstrong, [Tony.Armstrong@tn.gov](mailto:Tony.Armstrong@tn.gov)  
 Special Projects Office, Strategic Transportation Investments Division

**FROM:**

**DATE:** [Click here to enter a date.](#)

**SUBJECT:** COUNTY:  
 PIN:  
 PROJECT NO.  
 PROJECT DESCRIPTION:  
 PROJECTED LETTING DATE:

**TRAFFIC ASSIGNMENT:**

BASE YEAR		DESIGN YEAR					DESIGN ROADWAY % TRUCKS		DESIGN AVERAGE DAILY LOADS	
AADT	YEAR	AADT	DHV	%	YEAR	DIR. DIS.	DHV	AADT	FLEX	RIGID

Reviewed By: \_\_\_\_\_  
 Tony Armstrong Date

Approved By: \_\_\_\_\_  
 Date

Comments: \_\_\_\_\_  
 \_\_\_\_\_

**DHV'S ARE NOT REQUIRED FOR SIDE ROADS LESS THAN 1000 AADT**

**NOTE:** FOR BRIDGE REPLACEMENT PROJECTS, ADLs ARE NOT REQUIRED FOR ADTs OF 1000 OR LESS AND PERCENTAGE OF TRUCKS OF 7% OR LESS.  
 SEE ATTACHMENTS FOR TURNING MOVEMENTS AND/OR OTHER DETAILS.

## Utility CADD Plan Files Disclaimer and Limitation of Liability Agreement

The Tennessee Department of Transportation (TDOT) is committed to providing electronic access to files. TDOT does not possess a staff that is available to provide technical support to outside parties who receive CADD files. It is important, therefore, that all potential users of these files read the following disclaimer and accept its terms as prerequisite to the use of the files.

1. TDOT makes no warranty of any kind, express or implied, with respect to the file(s) subject to this agreement, and specifically makes no warranty that said file(s) shall be fit for any particular purpose. Furthermore, any description of said file(s) shall not be deemed to create an express warranty that such file(s) shall conform to said description.
2. Receiver assumes all risk and liability for any losses, damages, claims or expenses resulting from the use or possession of any file(s) furnished by TDOT pursuant to this agreement.
3. Receiver agrees to indemnify, defend and hold harmless to the extent permitted by law TDOT, its officers, agents, and employees from and against any and all claims, suits, losses, damages and costs, including reasonable attorney's fees, arising from or by reason of receiver's use or possession with respect to any of the file(s) furnished by TDOT pursuant to this agreement, and such indemnification shall survive acceptance of said file(s) by receiver.
4. All design files are MicroStation™ drawing files (\*.dgn). Receiver agrees that TDOT cannot provide the files in other file formats, and agrees to accept the file(s) in the format provided. Receiver agrees that TDOT cannot be held responsible for problems arising from files which have been converted for use in non-native applications (e.g. MicroStation design files to Autocad).
5. Since revisions or additions to the design file(s) may occur at any time, the receiver agrees to indemnify, defend and hold harmless to the extent permitted by law TDOT, its officers, agents, and employees from and against any and all claims, suits, losses, damages or costs, including reasonable attorney's fees, arising from the use of outdated design files, and such indemnification shall survive acceptance of said file(s) by receiver.
6. The design files are copyrighted by the Tennessee Department of Transportation and may not be resold.
7. Receiver agrees to provide TDOT with electronic files for utility relocation plans concerning the subject project.
8. These terms and conditions constitute the complete and final agreement of the parties hereto.

The undersigned is authorized by \_\_\_\_\_  
to execute this agreement on its behalf. (Firm/Agency)

**I accept the aforementioned terms and conditions.**

Project: \_\_\_\_\_

File(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature (Receiver)

\_\_\_\_\_  
Firm /Agency

\_\_\_\_\_  
Date