



**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. 18-02
REVISED 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

Section 3-400.25 – SUBMITTALS OF ROW APPRAISALS AND ACQUISITION - Updated Distribution List

Section 3-405.00 – RIGHT-OF-WAY REVISIONS - Updated Distribution List

Section 4-140.00 – SUBMITTAL OF CONSTRUCTION PROJECT PLANS - Updated Distribution List

Section 4-140.02 – LETTING REVISIONS - Updated Distribution List

Section 4-150.00 – CONSTRUCTION REVISIONS - Updated Distribution List

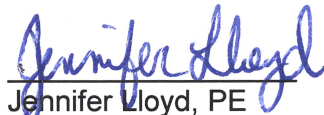
Additional Survey Request Form
CADD Plan Files Disclaimer
Construction Plans Revision
Construction Plans Submittal
Crash Data Request
Design Exception Request and Justification
Estimate Revision Request
Field Review Notification
Letting Plans Revision
NEPA Green Sheet Certification
NEPA Re-Evaluation
NEPA Resurfacing Plans Certification of Scope of Work
Pavement Design Request (Review)
Pavement Design Request
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
Site Review
Soils and Geology Report Request
Traffic Report Request
Utility CADD Plan Files Disclaimer

The Pedestrian Accessibility and Bicycle Accommodation Checklist and the Resurfacing Safety Checklist have been incorporated into the Resurfacing PS&E Report and are voided. Sections 1-200.12 and 1-200.15 will be updated at a later time.

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.

This IB voids IB 17-15.



Jennifer Lloyd, PE
Civil Engineering Director
Roadway Design Division

KJL:ARH:RBB:ADP

January 29, 2018

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 Analysis and Estimating Office</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>TDOT.EstimatingOffice@tn.gov</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>TDOT.HQ.Construction@tn.gov</p>
<p>Construction (HQ) Estimates</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>#3 Only</p> </div>	<p>TDOT.Construction.Estimates@tn.gov</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>TDOT.R1.D17@tn.gov TDOT.R1.D18@tn.gov TDOT.R1.D19@tn.gov</p> <p>TDOT.R2.D27@tn.gov TDOT.R2.D28@tn.gov TDOT.R2.D29@tn.gov</p> <p>TDOT.R3.D37@tn.gov TDOT.R3.D38@tn.gov TDOT.R3.D39@tn.gov</p> <p>TDOT.R4.D47@tn.gov TDOT.R4.D48@tn.gov TDOT.R4.D49@tn.gov</p>
<p>Environmental Coordinator (Regional)</p>	<p>R1.EnvTechOffice@tn.gov R2.EnvTechOffice@tn.gov R3.EnvTechOffice@tn.gov R4.EnvTechOffice@tn.gov</p>

TABLE 1-2, TDOT PERSONNEL DISTRIBUTION LIST

<p>Environmental Division (HQ)</p>	<p>TDOT.Env.AirNoise@tn.gov TDOT.Env.Archaeology@tn.gov TDOT.Env.Ecology@tn.gov TDOT.Env.HazmatOffice@tn.gov TDOT.Env.Historic@tn.gov TDOT.Env.NEPA@tn.gov TDOT.Env.Permits@tn.gov</p>
<p>Geotechnical Engineering Section</p>	<p>TDOT.Geotech@tn.gov</p>
<p>Maintenance (Construction Field Review Only)</p> <div data-bbox="154 772 786 842" style="border: 1px solid black; padding: 2px;"> <p>#1 Construction Field Review Only</p> </div>	<p>TDOT.HQ.Maintenance@tn.gov TDOT.RG1.Maintenance@tn.gov TDOT.RG2.Maintenance@tn.gov TDOT.RG3.Maintenance@tn.gov TDOT.RG4.Maintenance@tn.gov</p>
<p>Operations Director (Regional Directors are included in this email account)</p> <div data-bbox="154 1066 786 1136" style="border: 1px solid black; padding: 2px;"> <p>All Except #2</p> </div>	<p>TDOT.R1.OD@tn.gov TDOT.R2.OD@tn.gov TDOT.R3.OD@tn.gov TDOT.R4.OD@tn.gov</p>
<p>Pavement Design</p> <div data-bbox="154 1230 786 1299" style="border: 1px solid black; padding: 2px;"> <p>#1 Only, Exclude Site Review</p> </div>	<p>TDOT.PavementDesign@tn.gov</p>
<p>Plans Assembly</p> <div data-bbox="154 1423 786 1493" style="border: 1px solid black; padding: 2px;"> <p>#3 and #4 Only</p> </div>	<p>Eplans.Turnins@tn.gov</p>
<p>Printing Services Superintendent</p> <div data-bbox="154 1600 786 1669" style="border: 1px solid black; padding: 2px;"> <p>#3 Only</p> </div>	<p>TDOT.PrintShopLettingInfo@tn.gov</p>
<p>Program Development & Scheduling Office</p> <div data-bbox="154 1780 786 1850" style="border: 1px solid black; padding: 2px;"> <p>#2 and # 3, Submittal Only on #2</p> </div>	<p>TDOT.PDSO@tn.gov</p>
<p>Project Development Director</p>	<p>TDOT.R1.PDD@tn.gov TDOT.R2.PDD@tn.gov TDOT.R3.PDD@tn.gov TDOT.R4.PDD@tn.gov</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;">#1 Only</div>	<p><u>TDOT.QualityAssurance@tn.gov</u></p>
<p>Right of Way/Utilities (HQ)</p> <p>Railroad Coordinator</p>	<p><u>TDOT.HQ.ROW@tn.gov</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>TDOT.RG1.ROW@tn.gov</u> <u>TDOT.RG2.ROW@tn.gov</u> <u>TDOT.RG3.ROW@tn.gov</u> <u>TDOT.RG4.ROW@tn.gov</u></p> <p><u>TDOT.R1.UTIL@tn.gov</u> <u>TDOT.R2.UTIL@tn.gov</u> <u>TDOT.R3.UTIL@tn.gov</u> <u>TDOT.R4.UTIL@tn.gov</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>TDOT.DesignFileRoom@tn.gov</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>TDOT.DesignRevisions@tn.gov</u></p>
<p>Safety Coordinators (Regional)</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">#1 Only</div>	<p>Use individual email address.</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>TDOT.STID.R1@tn.gov</u> <u>TDOT.STID.R2@tn.gov</u> <u>TDOT.STID.R3@tn.gov</u> <u>TDOT.STID.R4@tn.gov</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 (HQ) (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) TDOT.SignalsLighting@tn.gov</p>
<p>Traffic Engineer (Regional)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>#1 Only</p> </div>	<p>Use individual email address.</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:

<https://www.tn.gov/tdot/roadway-design/design-standards/design-cadd-files.html>

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.

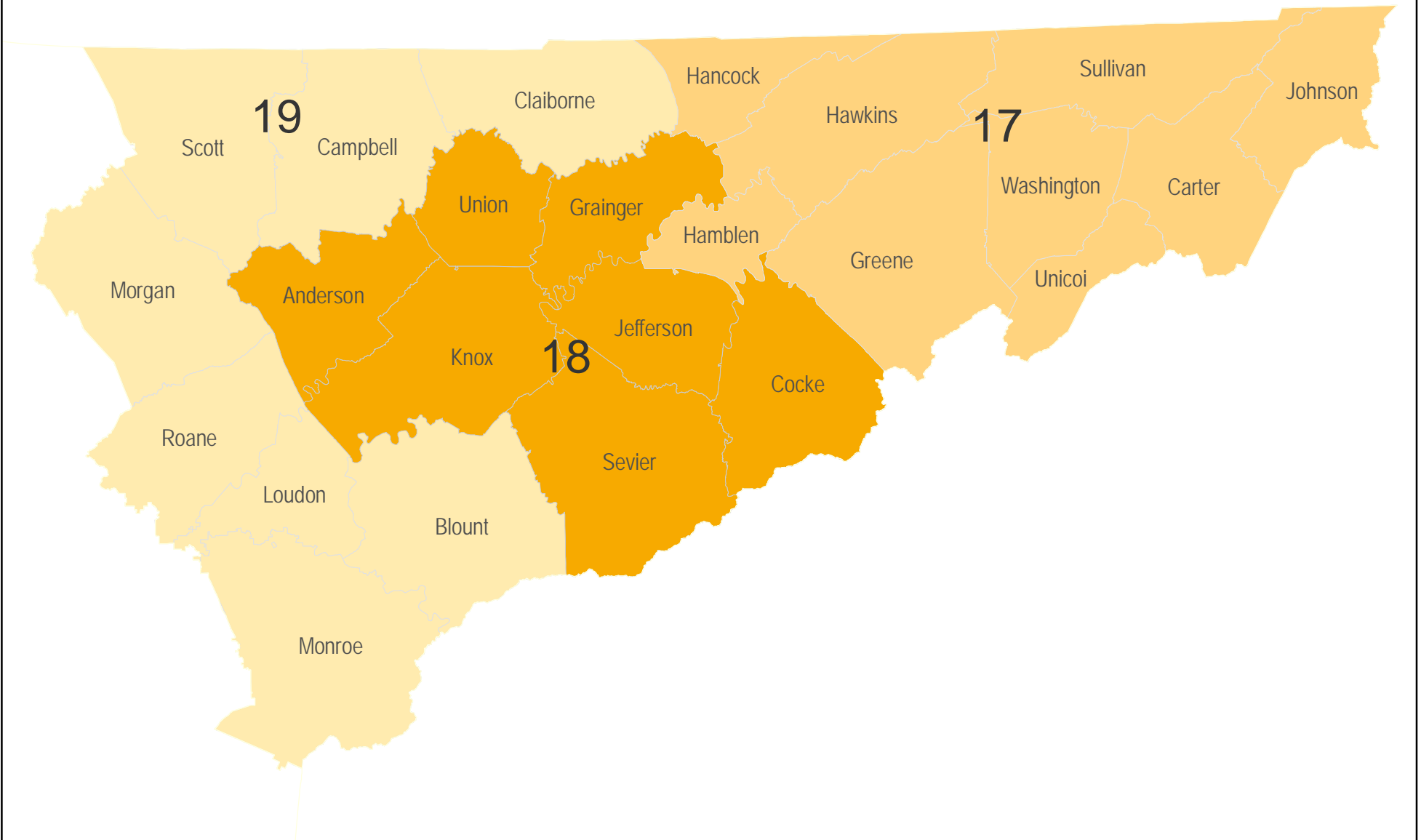
1. Preliminary, Site, R.O.W., and Construction Field Reviews

<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: https://www.fhwa.dot.gov/tndiv/staff.cfm</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><u>UTILITIES</u> 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>



Region 1 - District Boundaries

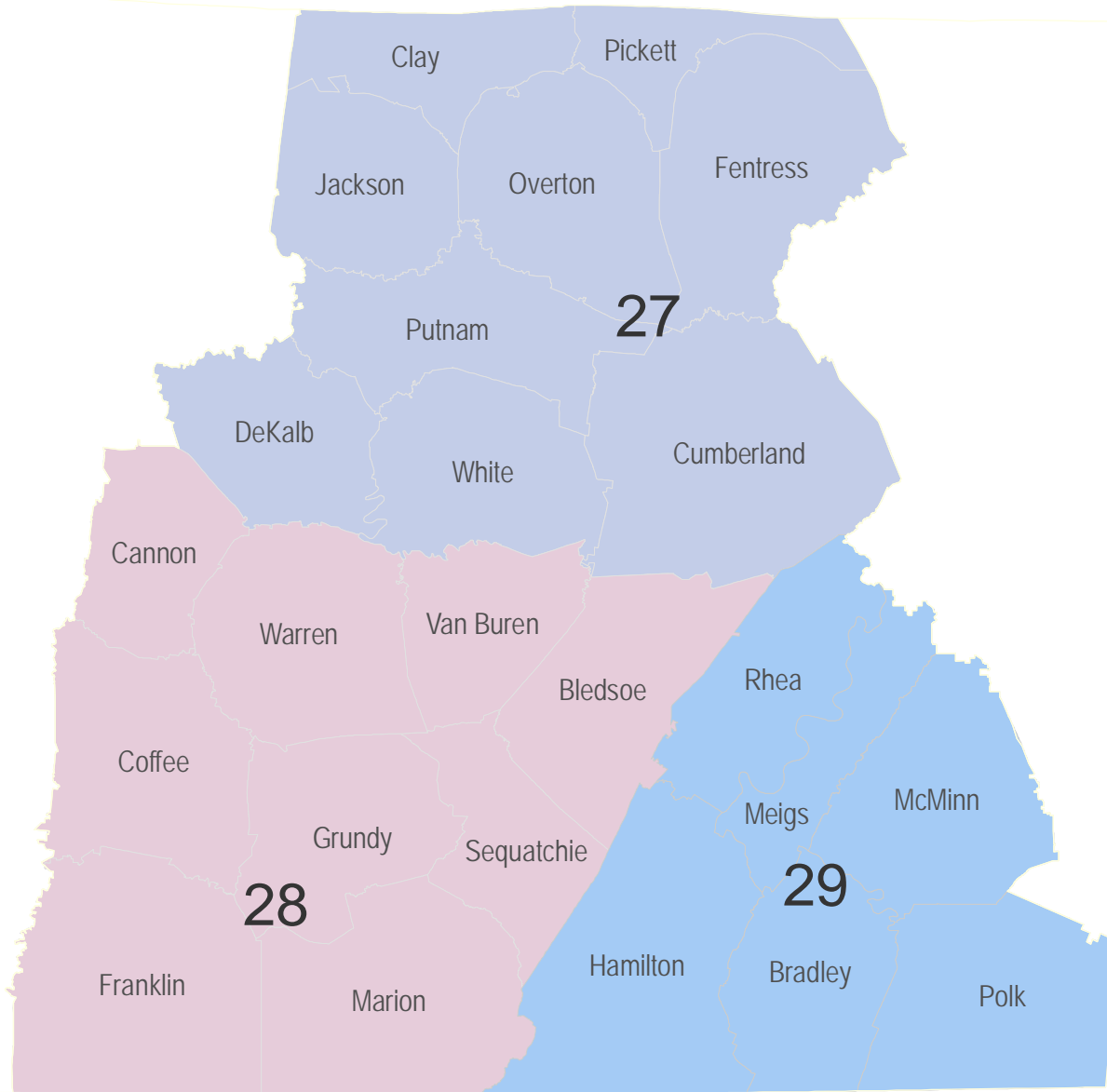
Effective Sept 1, 2013





Region 2 - District Boundaries

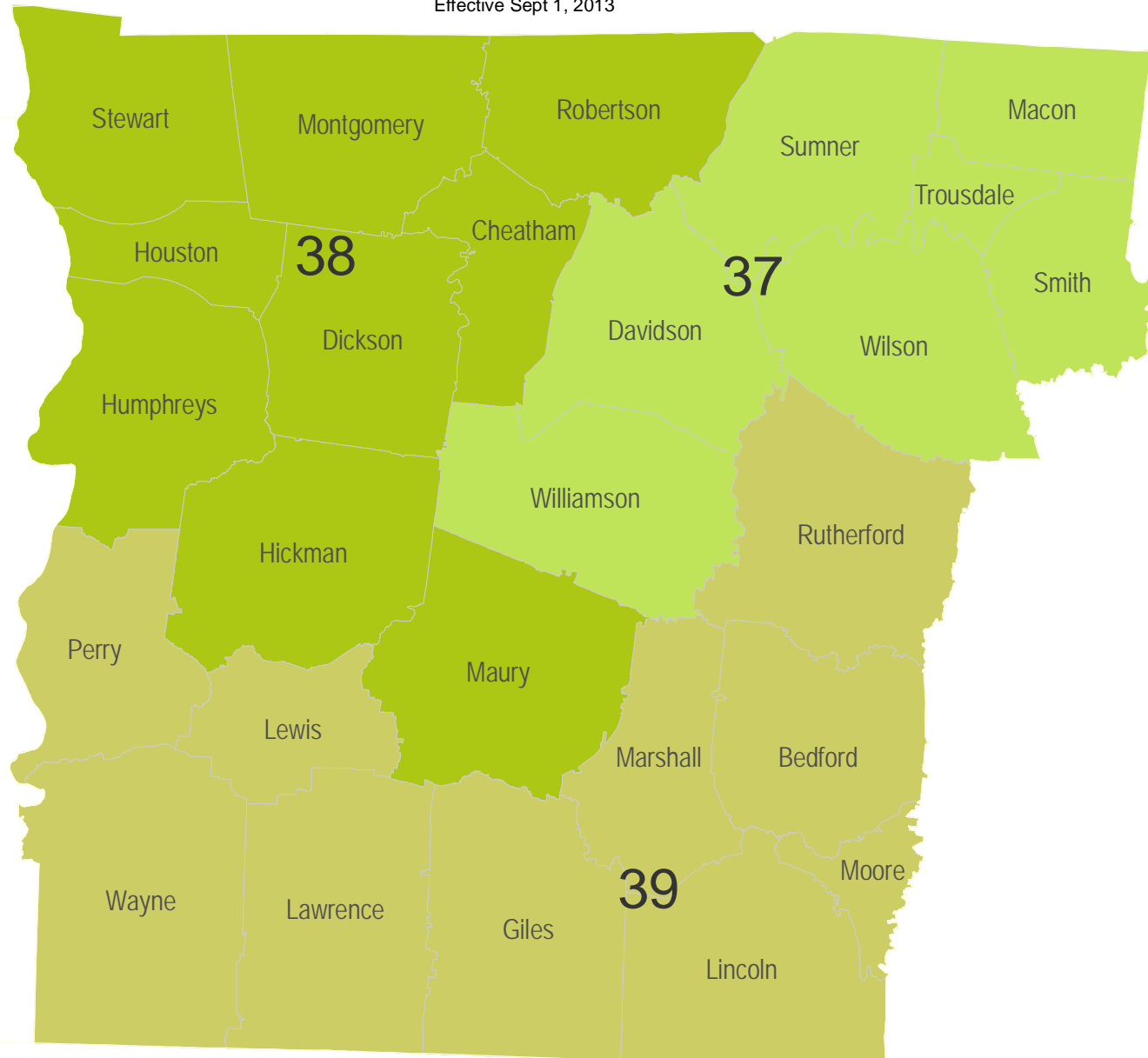
Effective Sept 1, 2013





Region 3 - District Boundaries

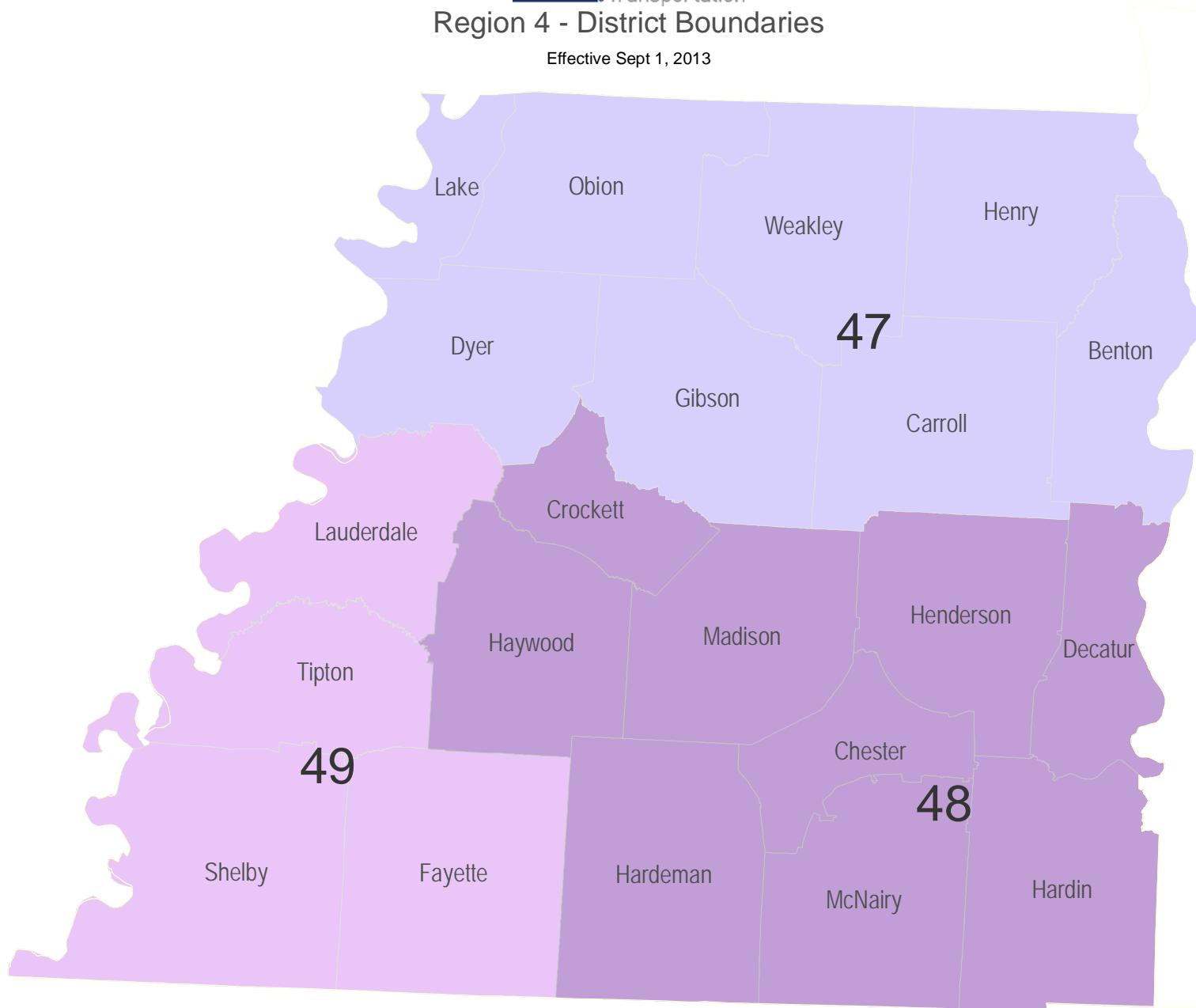
Effective Sept 1, 2013





Region 4 - District Boundaries

Effective Sept 1, 2013



TENNESSEE DEPARTMENT OF TRANSPORTATION

FILL IN AUTOMATIC
FILL IN AUTOMATIC
FILL IN AUTOMATIC

CHOOSE REGIONAL SURVEY OFFICE
FROM RIGHT

===== >>>>

INFORMATION REQUESTED BY: CHOOSE FROM RIGHT =====>>>>

Date:

Subject: **Additional Information**

County:

PIN Number: **FORM COMPLETED BY:** your name here

P.E. No.:

Route No.:

From:

To:

PLEASE FURNISH ADDITIONAL INFORMATION AS REQUESTED.

USE MARKED PRINTS OR OTHER METHOD SHOWING AREA #'s, CHECK ITEM REQUIRED BELOW AND LIST AREA #'s FOR EACH, IN SPACE PROVIDED. DESCRIBE ANY SPECIFICS IF REQUIRED.

- Extend Survey: _____
- Modified Alignment Update: _____
- Topo: area #1, 3, 4 & 6 (THIS IS AN EXAMPLE REMOVE IF NOT REQUIRED)
- Locate Wetlands: _____
- Locate Septic Systems: _____
- Environmental Features: _____
- DTM: _____
- Properties/Pres. ROW: _____
- ROW Acq. Table Data: _____
- Profiles: _____
- Utilities: _____
- Drainage Area: _____
- Locate Wells: _____
- Locate Fuel Tanks w/info: _____
- Bridge Survey: _____
- Historical Features: _____
- Railroad Survey: _____
- Other: _____

With Electronic files: Survey DGN File Alignments DGN File GPK Input File

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:	Choose District
Environmental Coordinator (Regional):	Choose Region
Environmental Division:	TDOT.Env.AirNoise@tn.gov
	TDOT.Env.Archaeology@tn.gov
	TDOT.Env.Ecology@tn.gov
	TDOT.Env.HazmatOffice@tn.gov
	TDOT.Env.Historic@tn.gov
	TDOT.Env.NEPA@tn.gov
	TDOT.Env.Permits@tn.gov
Geotechnical Engineering Section:	TDOT.Geotech@tn.gov
Operations Director (Regional):	Choose Region
Plans Assembly	Eplans.Turnins@tn.gov
Project Development Director (Regional):	Choose Region
Right-of-Way Director (HQ):	TDOT.HQ.ROW@tn.gov
Note in distribution if railroad involved	
Right-of-Way Office (Regional):	Choose Region
Roadway Design Division File Room	TDOT.DesignFileRoom@tn.gov
Roadway Design Division Revisions	TDOT.DesignRevisions@tn.gov
Structures Division:	
If plans include Structures	TDOT.Structures@tn.gov
If plans include Retaining Walls	TDOT.StructuresRW@tn.gov
Traffic Operations Division:	
If plans include ITS Communication	TDOT_ITS@tn.gov
If plans include signals and/or lighting	TDOT.SignalsLighting@tn.gov
Utility Office (Regional):	Choose Region

CONSTRUCTION PLANS SUBMITTAL

TO: Plans Assembly, Eplans.Turnins@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.pdf*
2. ZIP Filename: *nnnnnn-nn-Construction.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 Office: Construction Estimates (HQ): District Operations: Environmental Coordinator (Regional):</p>	<p>TDOT.EstimatingOffice@tn.gov TDOT.Construction.Estimates@tn.gov Choose District Choose Region</p>
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Environmental Division:

TDOT.Env.AirNoise@tn.gov
TDOT.Env.Archaeology@tn.gov
TDOT.Env.Ecology@tn.gov
TDOT.Env.HazmatOffice@tn.gov
TDOT.Env.Historic@tn.gov
TDOT.Env.NEPA@tn.gov
TDOT.Env.Permits@tn.gov

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

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

Note in distribution if railroad involved
Right-of-Way Office (Regional):

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

Roadway Design Division File Room
Strategic Transportation Investment Division
Structures Division:

TDOT.Structures@tn.gov
TDOT.StructuresRW@tn.gov

If plans include Structures
If plans include Retaining Walls
Traffic Operations Division:
If plans include ITS Communication
If plans include signals and/or lighting

TDOT.ITS@tn.gov
TDOT.SignalsLighting@tn.gov

Traffic Office (Regional):
Utility Office (Regional):

Use individual email address
[Choose Region](#)

CRASH DATA REQUEST

TO: Jeff Murphy, 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
SAFETY			
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.			
The Highway Safety Manual was used to justify the design exception.			
OPERATIONS			
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.			
ROADWAY DESIGN			
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

ESTIMATE REVISION REQUEST



Project No. 1: _____ PIN: _____ Submitted By: _____
 Project No. 2: _____ County: _____ Revision Date: _____
 Project No. 3: _____ Project Description: _____

CHANGES				ADDITIONS				DELETIONS
ITEM NO.	QUANTITY	QUANTITY	QUANTITY	ITEM NO.	QUANTITY	QUANTITY	QUANTITY	ITEM NO.
	PROJECT 1	PROJECT 2	PROJECT 3		PROJECT 1	PROJECT 2	PROJECT 3	

NOTE: ESTIMATE REVISION REQUEST FORM MUST BE SUBMITTED DURING THE LETTING PROCESS WHEN PLANS HAVE BEEN SUBMITTED FOR CONSTRUCTION, AND A CHANGE, ADDITION, OR DELETION OF AN ITEM NUMBER IS NEEDED **PRIOR** TO THE PROJECT BEING LET. THIS FORM **SHALL NOT** BE SUBMITTED AFTER PROJECT HAS BEEN LET TO CONTRACT. REFER TO TABLE 1-2, INTERNAL DISTRIBUTION LIST FOR RECIPIENTS EMAIL ADDRESSES.

FIELD REVIEW NOTIFICATION

TO: SEE TABLE 1-2 AND TABLE 1-3 FOR INVITE LIST

FROM:

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

SUBJECT: Choose Field Review Type

COUNTY:

PIN:

PROJECT NO.

PROJECT DESCRIPTION:

This will confirm arrangements made regarding a Field Review for the subject project. Persons desiring to attend this review will meet at **location, address**, on **date** at **time**.

Please review the enclosed plans and have comments ready before the meeting is held. For those who cannot attend the meeting, please send comments by or before **Date** via email to **email address**, mail to **Name, Address**, or call **Phone number**.

The plans have been uploaded to FileNet under the file name **List the Field review plan pdf as it appears in FileNet** and **List the field review ZIP as it appears in FileNet (if Req'd)**.

For those addresses without FileNet access, prints of the plans are enclosed.

Enclosure

cc:

LETTING PLANS REVISION

TO: Construction Division (HQ), 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 Office: If estimate revised	TDOT.EstimatingOffice@tn.gov
District Operations:	Choose District
Environmental Coordinator (Regional):	Choose Region
Environmental Division:	TDOT.Env.AirNoise@tn.gov
	TDOT.Env.Archaeology@tn.gov
	TDOT.Env.Ecology@tn.gov
	TDOT.Env.HazmatOffice@tn.gov
	TDOT.Env.Historic@tn.gov
	TDOT.Env.NEPA@tn.gov
	TDOT.Env.Permits@tn.gov
Geotechnical Engineering Section:	TDOT.Geotech@tn.gov
Operations Director (Regional):	Choose Region
Plans Assembly:	Eplans.Turnins@tn.gov
Printing Services Superintendent:	TDOT.PrintShopLettinginfo@tn.gov
Program Development & Scheduling Division:	TDOT.PDSO@tn.gov
Project Development Director (Regional):	Choose Region
Right-of-Way Director (HQ):	TDOT.HQ.ROW@tn.gov
Note in distribution if railroad involved	
Right-of-Way Office (Regional):	Choose Region
Roadway Design Division File Room	TDOT.DesignFileRoom@tn.gov
Roadway Design Division Revisions	TDOT.DesignRevisions@tn.gov
Strategic Transportation Investment Division	Choose Region
Structures Division:	
If plans include Structures	TDOT.Structures@tn.gov
If plans include Retaining Walls	TDOT.StructuresRW@tn.gov
Traffic Operations Division:	
If plans include ITS Communication	TDOT.ITS@tn.gov
If plans include signals and/or lighting	TDOT.SignalsLighting@tn.gov
Utility Office (Regional):	Choose Region

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.Env.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

TO:

FROM:

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

PROPOSED RETAINING WALL DESIGN

TO: Structures Division, 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
(Enter Email)

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

TDOT_ITS@tn.gov
TDOT.SignalsLighting@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
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

Meeting materials submitted **electronically** to: 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		
Project Route & Termini:	What is the public involvement level for this project? (Use the TDOT Public Involvement Plan) Choose a Level	
Brief Description of Work:	Have Public Officials been briefed? If yes, when?	
	Type of Hearing/Meeting: Choose Type	
Displacements		
Residential: Choose yes or no	Business: Choose yes or no	Multi-family: Choose yes or no
Describe Major Impacts to Project Area:		
Short Term:		Long Term:
Estimated Project Costs		
PE:	ROW:	Construction:
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?
Project Number: XXXXX-XX-XX		TX Number:

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

Choose an item. **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 Choose an item. 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 Choose an item.:

BY: _____

DATE: _____

Attachment

Choose an item. 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 [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 [Choose an item.](#):

BY: _____

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):	Choose Region
Environmental Division:	TDOT.Env.AirNoise@tn.gov
	TDOT.Env.Archaeology@tn.gov
	TDOT.Env.Ecology@tn.gov
	TDOT.Env.HazmatOffice@tn.gov
	TDOT.Env.Historic@tn.gov
	TDOT.Env.NEPA@tn.gov
	TDOT.Env.Permits@tn.gov
Geotechnical Engineering Section:	TDOT.Geotech@tn.gov
Project Development Director (Regional):	Choose Region
Right-of-Way Office (Regional):	Choose Region
Roadway Design Division Revisions	TDOT.DesignRevisions@tn.gov
Strategic Transportation Investment Division	Choose Region
Structures Division:	
If plans include Structures	TDOT.Structures@tn.gov
If plans include Retaining Walls	TDOT.StructuresRW@tn.gov
Traffic Operations Division:	
If plans include ITS Communication	TDOT.ITS@tn.gov
If plans include signals and/or lighting	TDOT.SignalsLighting@tn.gov
Utility Office (Regional):	Choose Region

RIGHT-OF-WAY PLANS SUBMITTAL

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:

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.pdf*
2. ZIP Filename: *nnnnnnn-nn-ROW.zip*

Item 1 shall include a PDF plan set with 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): Environmental Division:	Choose Region TDOT.Env.AirNoise@tn.gov TDOT.Env.Archaeology@tn.gov TDOT.Env.Ecology@tn.gov TDOT.Env.HazmatOffice@tn.gov TDOT.Env.Historic@tn.gov TDOT.Env.NEPA@tn.gov TDOT.Env.Permits@tn.gov
Geotechnical Engineering Section: Program Development & Scheduling Office: Project Development Director (Regional): Right-of-Way Office (Regional): Strategic Transportation Investment Division Structures Division:	TDOT.Geotech@tn.gov TDOT.PDSO@tn.gov Choose Region Choose Region Choose Region
If plans include Structures If plans include Retaining Walls Traffic Office (Regional): Traffic Operations Division: If plans include ITS Communication	TDOT.Structures@tn.gov TDOT.StructuresRW@tn.gov Use individual email address TDOT_ITS@tn.gov

If plans include signals and/or lighting
Utility Office (Regional):

TDOT.SignalsLighting@tn.gov
Choose Region

Purpose of the Site Review

- Ensure that all TDOT divisions attend Site Review and have input in project plans before it goes to ROW.
- Identify possible constructability problems early on.
- Have all possible questions filled out by project delivery/design manager prior to the site review and dispersed to those who will attend. Then, additional responses, changes or questions can be addressed.
- After the site review, send out completed document to all of those who are present.
- Completed document will become part of the project folder that is turned in with project.
- Completed Document will be posted on the construction website for letting submittal. This should help eliminate some of the questions that are asked by contractors during the limited weeks between turn in and letting.

Check List for SITE Review Activity # 534

County: _____ **PIN:** _____ **Date:** _____

Project Number _____

Description: _____

Projected ROW Field Review Date: _____ **ROW Submittal Date:** _____

The following Activities must be completed PRIOR to this Review:

Activities	Completion Date:
# 260 - NEPA Hearing	
# 300 Obtain FHWA Approval of Final Environmental Document for EIS, EA, and FONSI.	
# 385 Obtain FHWA Approval of Final Environmental Document For Categorical Exclusion	
#370 Provide Boundaries for Avoidance	
#400 Hold Design Hearing (If Applicable)	
#465 Complete and Submit Soils and Geology Report for Roadway	
#470 Prepare Preliminary Signal and/or Lighting Design (If Applicable)	
#445 Prepare Retaining Wall Detail Sheets (If Applicable)	
#520 Complete Foundation Report for Structures	
#525 Design Preliminary Structures	

Attendees:

Note: If you are attending as a representative for the division but will not be the primary contact, please add the primary contact's name below yours and initial as PC.

Project Delivery And/Or HQ Consultant Management (Design)

Name	Email	Signature

Project Delivery (ROW and Utilities)

Name	Email	Signature

Project Delivery and HQ (Environmental, Historical, NEPA, Permitting)

Name	Email	Signature

Region Operations

Name	Email	Signature

Geotech

Name	Email	Signature

Structures

Name	Email	Signature

Consultant Designers (If Applicable)

Name	Email	Signature

Headquarters Construction (As Needed)

Name	Email	Signature

Signals, Lighting and ITS and/or Regional Traffic (If Applicable)

Name	Email	Signature

Value Engineering Team (If Requested)

Name	Email	Signature

Other Divisions or Representatives (Land Usage for Staging/Construction)

Name	Email	Signature

GENERAL

1. Are there any features missing from survey? (new developments, driveways, signs, utilities. Look for Markers indicating the existence of underground utilities, such as gas lines and fiber optic lines, and ensure utility valves and manhole covers are shown).
2. Is TDOT aware of any future developments in this area that was not noted during the planning phase? If so, are sufficient turn lanes needed to accommodate future growth?
3. Are there any obligations to or agreements with the city or county on project completion time?
4. Are there any obligations to or agreements with the industry for completion time?
5. Any schools nearby to be considered that might affect the phasing of the project?
6. Any existing drainage issues at RR that may need to be addressed?
7. Any obvious eroded areas?
8. Any vegetation that could be causing sight distance problems that should be noted for removal in the plans?
9. Any Annual Festivals or activities that need to be addressed nearby that might affect the project that needs to be addressed in SP108B?
10. If there is a railroad on the project, has coordination started?

GEOTECH

Several Geotechnical concerns have been addressed within other areas.

1. Do rock cuts have adequate rock catchment ditch per RD-01-S-11B?
2. Are any proposed soil slopes steeper than 2:1?

UTILITIES/ROW

1. Are utilities prior move or move in contract? Are utility relocations Chapter 86 eligible?
2. Any obvious utility issues or conflicts?
3. Will the existing utilities have any effects on traffic phasing?
4. Are there encroachments onto properties that could be eliminated if the slopes were pulled in?
5. Are there signs of septic systems if not on sewer system? Are the septic lines covered by slope lines?
6. Will any driveway entrances need to be relocated or closed? Are there any that are not going to be moved that could be moved to help with sight distance problems?
7. Do the plans address all existing property entrances? (Any left off survey?)
8. On business drives, how will the proposed drive affect the property, particularly if curb and gutter are being added by the project? Should options be looked at to move it from its original location?
9. Are power poles attachments labeled correctly? Is it Power, TV Cable, Fiber Optic, or possibly multiple FOC lines attached to the pole?
10. If there is a TVA tower, have you done everything possible to avoid moving it?

11. If the project borders another county, it is possible we may have 2 utilities serving the same project area. Check with Utilities.
12. Are there any existing utilities attached to the structures?
13. Can major Gas Transmission Lines be avoided? (due to extreme relocation cost)
14. Can major Telecommunication Cabinets and underground Vaults be avoided? (due to extreme relocation cost)
15. Did the designer receive a list of utilities serving the project area from utility headquarters? (This list is created as a result of "Notify Letters")
16. Designer should contact Region utility to correct utility owners list prior to mailing or emailing the utility companies.
17. If utility poles are to be relocated to areas of new fill or cuts, can the stage construction of the project include grading these areas early so that utilities can be moved? (e.g., utility poles would have to be extra-long to account for fill placed after the pole is placed so wires have enough vertical clearance.)
18. If utilities are being relocated by prior move, is there clearing and grubbing needed to be done prior to the contract letting?
19. Are there gas lines which will have to be relocated which have seasonal constraints as to when the gas lines can be relocated, which could impact construction staging?
20. For control of access projects, are there any existing control of access fences that need to be replaced where no ROW is to be acquired?
21. Are there any improvements in temporary construction easements that can be left in place during construction? (i.e. private light poles, signs, etc.) If so, a note will need to be added to the plans telling the contractor not to disturb.
22. Will utility relocations occur in areas which may require environmental permits? (e.g. streams, wetlands, etc.?)

23. Are there any existing private structures (other than mailboxes) that are currently encroaching or located on existing ROW? (E.g. signs, displays, fences, entrance features, etc.)
24. Are there any security fences that will need to be temporarily reset prior to a permanent fence? Is the proposed area within a free trade zone?

ENVIRONMENTAL CONCERNS

NEPA

1. Are there Environmental Commitments? Have these commitments been added to PPRM and activated by the POA?
2. Are streams or wetlands impacted by this project? If yes, is mitigation required?
3. Are retaining walls proposed to reduce or eliminate impacts to streams or wetlands?
4. Are protected species present on this project? What constraints are involved if so?
5. Is a species survey or sweep required prior to start of construction?
6. If tree clearing is required for the proposed improvements, are there seasonal tree clearing restrictions? Has the bat survey been coordinated? If so, when does the USFWS clearance letter expire?
7. Are there historic properties identified on this project?
8. Are any retaining walls needed because of historic properties?
9. Have any archaeological artifacts been found in the area or on a nearby project? If there are artifacts, does the proposed design ensure that the proposed alignment and all construction activities do not impact the archaeological areas?
10. Do the plans identify the historic property boundary?

11. Are right-of-way and/or easements prohibited from the historic property?
12. Are there restrictions to using the historic property as a construction staging site?
13. Will blasting take place near the historic property? If so, the contractor will take the historic property into consideration and will take all necessary measures to avoid impacts to the historic property.
14. Are there specific design features being used as mitigation for the historic property (ie. aesthetic treatments, landscaping, etc.)?
15. Are asbestos or other hazardous materials present on site?
16. Are there any remaining hazardous material sites that require additional investigation or remedial action?
17. Are there any structures that will be removed or replaced?
18. Are there any structures (building or bridge) requiring asbestos containing materials investigation or abatement?
19. Who is the historian to contact regarding this project?
20. Is there any ROW to be acquired that would require a 4(f) or 6(f) property (e.g., public parks and recreational lands for this project)?
21. Is there any APR (Acid Producing Rock) expected on the project site? If so, has a plan for handling and removal been developed, such as, placing it in proposed embankment or taking it to a waste area (land fill or encapsulation cell)?
22. Are there any stream relocations required? If so, is there sufficient proposed ROW?
23. Is the construction of noise walls required?
24. Is the project over 50 acres? If so, the contractor will have to limit his disturbance to 50 acres or less regarding his grading quantities and phasing coordination which could affect traffic phasing.

25. Are there any underground storage tanks within the proposed right of way?

PERMITS

1. Will blasting in or near a watercourse be required? If yes, review Soils and Geological report for approximate rock line information.
2. Is there a natural channel stream design included in the project? Who is responsible for design, construction, and oversight if so?
3. Is water quality monitoring required pre-construction, during, or post-construction?
4. Is there enough ROW for outfall protection, sediment basin (or equivalent measures), sediment filter bags, or any other specialized EPSC measures?
5. Is outlet protection needed at any structure or outfall location?
6. Are any sinkholes present? If yes, refer to Soils and Geology report for Karst Activity on site.
7. Have all culverts that are over 250' been identified for permitting requirements?
8. Do any proposed culverts or culvert extensions alter the alignment of the streams at the inlet or outlet? Will any of the streams have to be relocated?
9. Are there any issues/concerns that have been brought up by permitting agencies during pre-coordination? If so, have they been addressed? Who is the contact person for these issues?
10. Will there be any fill associated with the project that would affect any power storage loss for a Corps of Engineers or TVA reservoir?

STRUCTURES

Several Structural constructability concerns have been addressed within other areas.

1. Does the USACE need to be contacted to discuss high water/ low water elevations prior to construction of the bridge?
2. Where existing bridge is being widened or replaced, are plans and/or as-builts available?
3. Does the existing bridge have substandard horizontal or vertical clearance?
4. Will the removal of any structure, including superstructure and substructure, require either blasting or the potential to drop construction debris into Waters of the State?

TRAFFIC CONTROL AND CONSTRUCTION PHASING

Option 1: Closed Road with Detour

1. Has the Work Zone Significance Determination sheet been completed?
2. Will the Traffic Management plan require additional strategies such as shown in Smart Work Zone Implementation Plan?
3. Is there sufficient capacity on detoured route?
4. Are there any special events (ball games, concerts, etc.) or project commitments that would be affected with the detour that might require special signing or other traffic control considerations?
5. How will a road closure or detoured route affect the proposed traffic report?
6. Would the detoured route require signalization?
7. Are there overhead structures along the detour route that have deficient vertical or horizontal clearances?

Option 2: Maintain Existing Traffic while Building New Alignment or Widening

General

1. Has the Work Zone Significance Determination sheet been completed?
2. Are there any special events (ball games, concerts, etc.) or project commitments that would be affected with the detour that might require special signing or other traffic control considerations?
3. Does the existing horizontal alignment and proposed horizontal alignment cross at any location? If yes, how will this be handled during construction? Is it within one or two foot on elevation difference?
4. Do grading quantities justify which side of the road should be built first to ensure that there is no "borrow" and existing cut can be used? If cut material is

supposed to be used for fill material, ensure that it is not under existing traffic and cannot be excavated in initial phase.

5. Is there a haul road needed? Is additional construction easement needed?
6. Are there any locations on or near the project site to stage construct? Does additional construction easement need to be acquired for this area?
7. Will the existing shoulders be used for a traffic lane? If yes, ensure sufficient pavement depth is added for traffic.
8. Do any temporary detours conflict with existing or proposed utilities?
9. How will traffic to businesses be maintained?
10. Any possible queues to a railroad crossing or blocking of intersections or emergency vehicle exits possible with traffic control measures?

Structures

1. If the bridge is to be closed during construction, is it possible to move the horizontal alignment sufficient distance and leave the existing structure open without major right of way cost or impact to homes, etc.?
2. Are the vertical grade differences too much to maintain existing traffic? Will sheet piling be necessary at bridge approaches where the bridge grade is being raised significantly?
3. Is there sufficient horizontal clearance between the existing and proposed centerlines to keep the existing bridge open while building the new bridge?
4. Is there sufficient vertical clearance between proposed structures to maintain existing traffic?
5. If one lane bridge is used are there sight distance issues on the approaches that would require additional signage for upcoming signal?
6. Is there a traffic control parameter that would override the phasing of the bridge?

7. Is it feasible to partially remove the existing bridge substructures?
8. Is there a need to accommodate farm traffic while phasing?
9. Will any of the existing water ways need to be closed between piers, if yes is it in a USACE water way which will require a permit and signing at boat ramps?
10. Is the crossing over a commercially navigable waterway which would require coordination and permitting with the U.S. Coast Guard?
11. Are there any locations where proposed pipes or box culverts cross the existing pipes or culverts? If so can they be phase constructed to maintain proper drainage and still maintain traffic?

ITS/SIGNALS/LIGHTING

1. How many existing signals, flashing beacons, and/or school flashers are in the project? Where are they located?
2. Is there existing lighting in the project limits that will need to be upgraded or replaced?
3. Have there been any commitments to the city regarding the use of mast arms?
4. Will existing ITS facilities be impacted by the project?
5. If lighting is proposed, is the correct type of luminaries chosen to go with local lighting system, i.e. high pressure sodium, mercury vapor, LED, Etc.
6. Is there sufficient ROW for proposed signal & lighting equipment in all four corners of the intersection, if needed?
7. Is there sufficient proposed ROW for proposed curb ramps at the intersection? If there is proposed ROW, is construction easement needed to build the ramps?
8. What is the type of existing signals? Span wire or mast arm.

9. Are there existing pedestrian and/or signal features that will need to be upgraded at the intersection if existing signals are not being directly affected by new construction?
10. Does the project limits extend through the intersection? (The survey limits should cover approximately 500' to 600' beyond the center of the intersection on all approaches)?
11. Are there any signals upstream or downstream from the proposed limits that will possibly need to be interconnected? If so, are the existing traffic controllers compatible with being interconnected?
12. Are any temporary signals needed? If so, are there possibly utility conflicts with the temporary signal pole locations that could conflict during construction and/or ones that need coordinating with other utilities on the project?
13. Does the survey show all components pertaining to the existing signals? Such as cabinet, poles, signal heads and etc.?
14. Are there any schools, fire/EMS stations or railroad crossings near the proposed intersections?
15. Is there any type of pre-emption presently shown at the intersections?
16. Are there any overhead utilities that may affect the installation of the proposed signal?
17. What type of detection is presently being used? Does the county or municipality have a particular standard or preference for detection devices? (e.g. radar, video, loop, etc.?)

RETAINING WALLS

Retaining Wall Number ____ Road Name/Sta. Range: _____

Note: One Call shall be notified by Utilities to Locate Utilities prior to Site Visit.

1. Circle all of the following that may apply:
 - a. The footprint of the wall is within 10' of ROW
 - b. Existing and/or Proposed Utilities (Signal Poles, TVA towers) are near the footprint of the Wall
 - c. Existing and /or Proposed Drainage Structures are near the footprint of the Wall
 - d. Foundation Improvement for the Wall could affect traffic phasing
 - e. This is a Top Down Constructed Wall (Soldier Pile\Lagging, Soil Nail)
 - f. This wall is needed to mitigate pyritic material
 - g. This wall will be greater than 10 feet in height
 - h. There are 2 or more traffic phases (affect when the wall is built)
 - i. ITS Infrastructure is within 10 feet of the footprint of the Wall
 - j. There is a RR adjacent to the wall (RR usually does not want MSE wall)
 - k. The wall is within the clear zone
 - l. The proposed slope in front of the wall is not flat
 - m. There are environmental limitations (wet lands near or needs stream relocation, etc.)
 - n. Does the proposed retaining wall affect the access or a driveway into an adjacent property?

When 3 or more are circled, the wall will be considered to be susceptible to constructability issues. Structures will work with Design and Construction to determine if the wall is to be designed by the Retaining Wall Unit in Structures or by Structures Consultant. Once decided, immediate action will be taken to design the wall and submit with ROW plans.

General Questions:

2. Is retaining wall constructed on the project critical path schedule or needed to start the project?
3. If undercutting of existing ground is required for retaining wall(s), can this be done as part of phase construction?

4. Can retaining walls be constructed to help reduce damages to a property or to potentially save a relocation?
5. What Wall types are allowable?
6. Are there any types of walls that are restricted and why?
7. Are there commitments pertaining to the finish of the wall? Had the commitment been entered into to PPRM and activated by the POA?
8. Are there commitments to the performance of the wall?
9. Will undercutting be required? If so, how deep?
10. Will the wall cause a sight distance problem at any intersection?
11. Has drainage been designed for both sides of the wall and will it coincide with the proposed wall type? (catch basins, ditches, etc.) How is the Drainage handled on slope approaching wall
12. Is there sufficient room for signs, signals and/or lighting at the wall? (pole foundation is 15')
13. Are sinkholes or other geological features an issue for proposed wall type?
14. Are noise walls attached to retaining walls?
15. What is the typical section adjacent to wall? Is there a multi-use path?
16. Are railings or fences required above the retaining wall? If so, additional overturning action must be considered by Structures Division.
17. If pile foundations are required, are there any constraints to the pile driving (e.g., overhead clearance, noise, sensitive buildings nearby such as hospitals)? Should drilled shafts be specified?

18. If acid producing rock is on site, is there an opportunity to reduce the volume if a top down retaining wall is proposed? Will a retaining wall be required to face acid producing rock cut?

Cast In Place Wall

19. If a CIP wall is proposed, is there sufficient ROW or construction easement for undercutting for foundation improvement?
20. For cast in place walls, can the back cut on 1:1 slope from bottom of footing or bottom of undercut to existing ground surface?
21. If cast in place walls are considered, can piling be driven in a phase construction type of project?

MSE Wall

22. If MSE wall is proposed, can manufactures provide cantilever wall cap for barrier attachment, a detail will be need and approved for crash testing?
23. If MSE walls are considered, can they be constructed as part of the traffic control phasing of the project? That is, can straps and reinforcement hold the panels/blocks be completely installed in a traffic phased project?
24. If MSE walls (block or panel) are considered, one needs to consider strap, geogrid reinforcement requirements behind the wall would require ROW. How do utilities get worked into the grid reinforcement of the MSE back fill?
25. If MSE wall (block or panel) is considered, cost of Moment slab at the top of the wall shall be included in wall cost.

General Comments:

26. Compare cost of retraining wall (various types) to fill spilling onto adjacent ground. Consider steeper slopes, max 2:1, with guardrail at shoulder compared to retraining wall cost. When comparing cost, include cost of back cut and back fill along with wall.
27. If rock is near the proposed cut area, consider natural rock cut for the wall.

SOILS AND GEOLOGY REPORT REQUEST

TO: Geotechnical Engineering Section, 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
 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