



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
ROADWAY DESIGN DIVISION
SUITE 1200 JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-3848
(615) 741-2221

CLAY BRIGHT
COMMISSIONER

BILL LEE
GOVERNOR

INSTRUCTIONAL BULLETIN NO. 20-07

**UPDATE TO REGIONAL SIGNING EMPLOYEES AND CONSTRUCTION/LETTING REVISION
DISTRIBUTION TABLES**

Effective immediately, the Region 1 Signing Designer has been updated in the Roadway Design Guidelines Section 4-713.15.

4-713.15 ROADWAY SIGNING SHEETS DEVELOPMENT GUIDELINES

The development of signing plans and sign schedule sheets is the responsibility of the Roadway Design Office preparing the roadway plans. A designer is assigned in each regional Design Office to serve as the Signing Designer. The Signing Designer is responsible for development of all roadway signing and sign schedule sheets. In addition, the Signing Designer will provide signing, item numbers, quantities, signing details, standard drawings, and signing notes to roadway designers.

The Roadway Design Manager will be responsible for determining whether the signing designer or the roadway designer will be responsible for CADD work to place signing on plans sheets for individual projects.

Regional Roadway Design Managers and Assigned Signing Designers

Region 1	Christie Brown Randy Plummer	Design Manager – (865) 594-0742, Christie.Brown@tn.gov Signing Designer– (865) 594-0716, Randy.Plummer@tn.gov
Region 2	Robert Rodgers Kevin Crisp	Design Manager – (423) 510-1138, Robert.Rodgers@tn.gov Signing Designer – (423) 634-7522, Kevin.Crisp@tn.gov
Region 3	Sharon Schutz Scott Johnson	Design Manager – (615) 350-4208, Sharon.Schutz@tn.gov Signing Designer – (615) 350-4263, Scott.Johnson@tn.gov
Region 4	Gary Scruggs Larry Brasher	Design Manager – (731) 935-0149, Gary.Scruggs@tn.gov Signing Designer – (731) 935-0144, Larry.Brasher@tn.gov

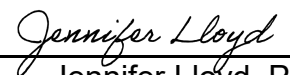
The Design Manager will be responsible for determining if Signing and/or Pavement Marking sheets are needed on projects other than interstate and full-access controlled highways. On all other projects, the proposed signing will normally be located on the proposed layout sheets. On projects utilizing pavement marking sheets, proposed signing should be shown on the same sheets.

Below is the work flow for preparation of roadway signing plan sheets:

At the start of construction plans preparation, the roadway designer will provide a PDF set of plans, proposed layout sheet (or signing and marking sheet files) CADD files to the regional signing designer to develop signing and sign schedule sheets.

- After developing signing and sign schedule sheets, the Signing Designer submits a PDF file to Regional Traffic Engineering Office for review.
- The Regional Traffic Engineering Office reviews the proposed signing and provides the Signing Designer with any comments.
- The Signing Designer makes any needed changes and submits a PDF file of the proposed Signing Sheets and Sign Schedule sheets to the Traffic Operations Division, Headquarters Traffic Engineering Office for review.
(TDOT.TrafficOps.Sign-Reviews@tn.gov)
- The Signing Designer submits the signed and stamped proposed signing and sign schedule sheets to the Roadway designer no later than 4 weeks prior to construction plans turn-in.

Roadway Design Guidelines Section 4 has not been updated online to reflect these revisions.



Jennifer Lloyd, PE
Civil Engineering Director
Roadway Design Division