

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OFFICE OF HIGHWAYS		EDSM No: I.1.1.28
ENGINEERING DIRECTIVES AND STANDARDS		
VOLUME	I	Effective Date: 12/19/2016
CHAPTER	1	Subject:
SECTION	1	Procedures for Final Plan Transmittal and Final Plan
DIRECTIVE	28	Modifications Including Plan Revisions and/or Plan
		Changes Resulting from Change Orders

1. PURPOSE:

This EDSM establishes the standard procedures for final plan transmittal and final plan modifications, including plan revisions and change orders, and ensures uniformity of the plans.

2. SCOPE:

This EDSM establishes the standard procedures and provides methods and instructions for final plan transmittal and modifying final plans in the following project stages:

- 1) Final Plans - Before Chief Engineer's signature on the title sheet
- 2) Plan Revisions - After Chief Engineer's signature on the title sheet and before project letting
- 3) Change Orders - After project letting involving plan changes

3. PROCEDURE:


A stand-alone document titled "Standard Procedures for Final Plan Transmittal and Modifications" provides detail instructions on final plan transmittal and modifying final plans in the three project stages above. Standard forms and examples that illustrate the proper adherence to the procedures are provided. This document is managed jointly by Section 24 (Road Design) and Section 25 (Bridge Design) and can be downloaded from the Engineering Division webpage under Engineering Documents and Manuals.

4. OTHER ISSUANCES AFFECTED:

All previous memoranda, directives, or instructions issued in conflict with this directive are rescinded.

5. EFFECTIVE DATE:

This directive becomes effective immediately upon issuance.


 JANICE P. WILLIAMS, P.E.
 CHIEF ENGINEER