

## DESIGN REPORT INSTRUCTIONS

The Design Report documents decisions made when selecting design criteria established in the 2017 LADOTD Minimum Design Guidelines. Since these latest guidelines allow a range of design values for most criteria, it is necessary to document why a particular design value is used on a project. The information below will detail the process for submitting the Design Report.

### Preliminary Design Report

- The **Preliminary Design Report** is to be included with all feasibility studies, environmental documents and the 60% preliminary plan submittal
- The preliminary status in the top right corner should be checked for this submittal
- Comments to the Design Report will be sent back to the designer along with the comments for the submittal
- The Preliminary Design Report does not need to be signed at this time

### Final Design Report

- The **Final Design Report** is to be included with the 100% preliminary plan submittal
- The final status in the top right corner should be checked for this submittal
- All plan comments as well as Design Report comments are to be addressed
- Signatures on the front page of the report are required at this stage

### Revised Design Report

- A **Revised Design Report** is only required when one or more design criteria has changed from the **Final Design Report**
- The revised status in the top right corner should be checked for this submittal
- A brief description of the revision should be described in the Description of Work box
- Only values that have changed should be filled in, all other fields should be left blank
- Signatures on the front page of the report are required at this stage

### Signatures

Recommended by

- Engineer of Record – Engineer signing the plans
- DOTD Technical Task Manager (Road) - Road Design Task Manager
- DOTD Technical Task Manager (Bridge) - Bridge Design Task Manager
- DOTD Project Manager – Project Manager listed in Project Systems

Approved by

- DOTD Section Head, Assistant District Administrator, or Designee

Notes:

**Design Guideline Waivers** - Whenever “acceptable” design guideline values are utilized in lieu of “preferred” values, a Design Guideline Waiver will be required. This Design Report will be used to document Design Guideline Waivers, and will be approved by the process detailed above. The separate Design Waiver Request form will not be required for design guideline waivers (see below).

**Design Waivers** - The separate Design Waiver Request form will not be utilized to request design guideline waivers. It will continue to be used for waivers to EDSMs, Design Manuals, policies, etc.

**Design Exceptions** - When neither “acceptable” nor “preferred” design guideline values are utilized, a Design Exception Request form must be completed and approved by the DOTD Chief Engineer with the separate Design Exception Request form. The completed and signed Design Report should be included with the Design Exception request, and should identify the design element(s) that require a design exception.

To further assist in determining when a Design Guideline Waiver/Exception is necessary, the see the [Design Exception Flowchart](#).



Design Report  
for  
2017 Minimum Design Guidelines

Status:  
 Preliminary  
 Final  
 Revised

**Project Information:**

State Project No.	
Federal Aid Project No.	
Control Section(s)	
Project Name	
Route(s)	
Parish	

**Description of Work (or Revision Description)**

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**Seal**

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**Traffic**

Control Section			
Current ADT			
Design ADT			
D			
K			
T			
TDDHV			

**Design Waivers**

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**Design Exceptions**

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**Route and Design Classification**

<input type="checkbox"/> Urban	<input type="checkbox"/> Rural
<input type="checkbox"/> Freeway	<input type="checkbox"/> Arterial
<input type="checkbox"/> Collector	<input type="checkbox"/> Local
<input type="checkbox"/> Ramp	

**Work Classification**

Work Type	System	Oversight
<input type="checkbox"/> New/Reconstruction	<input type="checkbox"/> NHS	<input type="checkbox"/> PoDI
<input type="checkbox"/> Major Rehabilitation	<input type="checkbox"/> Non NHS	<input type="checkbox"/> Assumed
<input type="checkbox"/> Structural Improvement		<input type="checkbox"/> None
<input type="checkbox"/> Spot Replacement		
<input type="checkbox"/> Minor Rehabilitation		
<input type="checkbox"/> Preventive Maintenance		

**Recommended By:**

DOTD Technical Task Manager (Road):	Title:
Signature:	Date:
DOTD Technical Task Manager (Bridge):	Title:
Signature:	Date:
DOTD Project Manager:	Title:
Signature:	Date:
LPA Responsible Charge (For LPA Projects Only):	Title:
Signature:	Date:

**Approved By:**

Chief Executive Authority (For LPA Projects Only):	Title:
Signature:	Date:
DOTD Section Head or Designee:	Title:
Signature:	Date:

*Design Guideline Waivers are approved as noted in the attached instructions. All Design Exceptions must be approved by the Chief Engineer with the Design Exception form.*

**Roadway Features:**

Design Feature	Preferred	Acceptable	Proposed Value	Design Waiver Required	Design Exception Required	Remarks or Explanation for Proposed Value
Design Speed (mph)						
Lane Width (ft)						
Shoulder Width (ft)						
Inside						
Outside						
Shoulder Type						
Inside						
Outside						
Lateral Offset (ft)						
Clear Zone (ft)						
Cross Slope (%)						
Longitudinal Grade						
Slopes (ft/ft)						
Fore Slope						
Back Slope						
Median Width (ft)						
Is Median Barrier required? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If so, what type of barrier is proposed?						
<input type="checkbox"/> Cable <input type="checkbox"/> 42" Single Slope Concrete <input type="checkbox"/> Other (explain) <input type="checkbox"/> None (Design Exception Required)						

*Include a description of the proposed median barrier system in the space provided. Concrete median barrier heights and/or shapes other than 42 inch single slope will require justification via the design report.*

**Stopping Sight Distance:** Vertical and horizontal distances must be met.

Do plans meet Stopping Sight Distance requirements?	Design Exception Required	Remarks or Explanation for Proposed Value
<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Complete Streets:** Accommodations for bikes and pedestrians must be considered. See *Design Guidelines and Complete Streets EDSM II.2.1.14* for accommodation requirements.

Are Complete Streets accommodations required on this project?	<i>Design Exception Required</i>	<i>Remarks or Explanation for Proposed Value</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do plans meet Complete Streets accommodations?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Which modes of transportation are accommodated?	<i>Describe</i>	
<input type="checkbox"/> Pedestrians <input type="checkbox"/> Bicycles		

**Horizontal Curves Radius/Superelevation:**

<i>Max Super-elevation rate (%) e<sub>max</sub></i>	<i>Design Speed (mph)</i>	<i>Required Minimum Radius (ft)</i>			<i>Minimum radius and appropriate superelevation are being used for all curves?</i>	<i>Design Exception Required</i>	<i>Remarks or Explanation for Proposed Value</i>
		<i>Normal Crown</i>	<i>Reverse Crown</i>	<i>Full Super</i>			
					<input type="checkbox"/> Yes <input type="checkbox"/> No		
					<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Bridge Features:**

<i>Design Feature</i>	<i>Preferred</i>	<i>Acceptable</i>	<i>Proposed Value</i>	<i>Design Waiver Required</i>	<i>Design Exception Required</i>	<i>Remarks or Explanation for Proposed Value</i>
Bridge Width (ft)						
Curb						
Shoulder						

**Structural Capacity:**

Do all structures meet requirements for Structural Capacity?	<i>Design Exception Required</i>	<i>Remarks or Explanation for Proposed Value</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Vertical Clearance:**

Are minimum required roadway clearances met for all structure types?	<i>Design Exception Required</i>	<i>Remarks or Explanation for Proposed Value</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Additional Comments:**