

Appendix D

EFP Plan Preparation Checklist



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Plan Preparation Checklist

It is the responsibility of the Designer to complete and submit this checklist along with all required drawings for OUC (EFP) Review. All drawings submitted for OUC review must be in a Portable Document Format (PDF).

ALL SHEETS

1.	Complete sheet index block in the lower right-hand corner with the project OUC Number (initial submittal (20## - #####), project name, and sheet numbers.	<input type="checkbox"/>
2.	Use appropriate symbols, cell library, and abbreviations from the <i>IDOT CAD Roadway Drafting Reference Guide</i> and <i>IDOT Highway Standards</i> .	<input type="checkbox"/>
3.	Use standard plan sheet size of 22 inches by 34 inches with an 11 inch by 17 inch sheet scalable at a 50% reduction.	<input type="checkbox"/>

COVER SHEET

1.	Complete sheet index block in the lower right-hand corner with the project OUC Number (initial submittal (20## - #####), project name, and sheet numbers.	<input type="checkbox"/>
2.	Show title information in the top center of the sheet and include: Project route number, common name, street name, Location of improvement, and Type of improvement.	<input type="checkbox"/>
3.	Show the graphic scales used on plans & profiles in the lower left-hand side of the sheet.	<input type="checkbox"/>
4.	Provide a project layout map at bottom center of the sheet. Include on the map: Location of project, and north arrow, Beginning and end stations, Important intermediate stations, Prominent features, Names for special features, Route and street names, scale of location map, and Equation stations.	<input type="checkbox"/>
5.	Provide the project gross and net lengths immediately below the layout map. Only include the mainline distances. Do not include length of intersection improvements.	<input type="checkbox"/>
6.	Include the designer (company) name or Agency name. The drawings must be sealed, signed and dated by a Professional Engineer licensed in the State of Illinois.	<input type="checkbox"/>
7.	Show the information for C.U.A.N. on the lower left hand side of the cover sheet.	<input type="checkbox"/>
8.	Show the legend for symbols denoting existing and proposed features.	<input type="checkbox"/>

INDEX OF SHEETS, HIGHWAY STANDARDS, AND PLANS NOTES

1.	Completely fill out the sheet index (Can be placed on cover sheet).	<input type="checkbox"/>
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2.	Provide a list of all <i>IDOT Highway Standards</i> necessary to construct the project. Also, include the revision number (Can be placed on cover sheet).	<input type="checkbox"/>
3.	Include all applicable general plan notes (Can be placed on cover sheet).	<input type="checkbox"/>

TYPICAL SECTION SHEET

1.	Ensure that all applicable typical sections are provided, if necessary.	<input type="checkbox"/>
2.	Note the title of the typical section and applicable stations directly below the typical section.	<input type="checkbox"/>
3.	Ensure the following have been included on the typical section: Horizontal dimensions rounded to nearest 0.1 foot; Vertical dimensions rounded to nearest ¼ inch or ⅛ inch for resurfacing lifts; The profile grade line reference, if different from the centerline; Types and depths of surface, base, and subbase courses; and All other applicable notations.	<input type="checkbox"/>
4.	Provide a table of base thickness where the base and subbase depths vary and include the applicable station limits.	<input type="checkbox"/>
5.	Include all notes applicable to the typical sections.	<input type="checkbox"/>
6.	Note all applicable pay items on the typical section.	<input type="checkbox"/>
7.	Include the structural pavement design information.	<input type="checkbox"/>

ALIGNMENT, TIE, AND BENCHMARK SHEET

1.	Provide the mainline plan and profile sheets first, followed by other plan and profile sheets as they appear along the centerline.	<input type="checkbox"/>
2.	Plot a base map of existing facilities with a light, dashed line and the proposed facilities with a solid, dark line.	<input type="checkbox"/>
3.	Provide the site and City benchmark data on this sheet and include the following information: Centerline station, Distance and direction from the centerline, Description of location, and Benchmark elevation.	<input type="checkbox"/>

PLAN/PROFILE SHEET

1.	Ensure that all applicable typical sections are provided, if necessary.	<input type="checkbox"/>
2.	Note the title of the typical section and applicable stations directly below the typical section.	<input type="checkbox"/>
3.	Keep all notes brief, clear, and consistent.	<input type="checkbox"/>
4.	Desirably, label the applicable stations in the lower right corner on each sheet.	<input type="checkbox"/>

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PLAN VIEW

5.	Show mainline stationing increasing from south to north and west to east.	<input type="checkbox"/>
6.	Provide tick marks along the centerline at 100 foot intervals and note the station.	<input type="checkbox"/>
7.	Use matchlines on sheet.	<input type="checkbox"/>
8.	On projects where a coordinate system has been set up, show the coordinates for all control points.	<input type="checkbox"/>
9.	Use a plan view scale of 1 inch = 20 feet if 1 inch = 50 feet is illegible.	<input type="checkbox"/>
10.	For all control points along centerline, provide a 0.1 inch diameter circle on the centerline.	<input type="checkbox"/>
11.	Place the horizontal curve data on the inside of the curve to which it applies. Present the curve data in accordance with the format and accuracy presented in the IDOT BDE Manual, Figure 63-4.D.	<input type="checkbox"/>
12.	Show perpendicular lines from the centerline to the inside of the curve at all curve control points. Indicate the curve control point and station.	<input type="checkbox"/>
13.	Where deflection angles are used, show the angle to nearest second of a degree. Include coordinates, if available.	<input type="checkbox"/>
14.	Note all pavement widths at the beginning and end of each sheet and wherever there is a change in pavement width.	<input type="checkbox"/>
15.	Provide a North arrow on each sheet.	<input type="checkbox"/>
16.	Ensure station call outs are provided at: Beginning and end points of the project, Matchlines with other projects, Omissions from paving and station equations, 100 foot station increments, Horizontal curve points, Beginning and ending points of tapers, Construction limit locations, Right-of-way alignment breaks, Curb returns for entrances and intersections, Entrance centerlines, Special construction applications, Side street intersections, Permanent survey and right-of-way markers and Other necessary locations.	<input type="checkbox"/>
17.	In plain view, show the existing and proposed right-of-way limits on the plans. Also incorporate the following: Dimensions of the properties, Property ownership lines, Property owner names, Temporary and permanent easement locations, Points where the control of access does not coincide with the right-of way line, Location of right-of-way markers	<input type="checkbox"/>
18.	Show the existing site conditions and the proposed site improvements.	<input type="checkbox"/>
19.	For entrances, show the following: The entrance type; The existing surface material type; The width of the intersecting facility; For intersections with public roads, the angle of intersection from the side road centerline to the mainline centerline; and Direction of drainage.	<input type="checkbox"/>
20.	Properly label all additional constructed improvements.	<input type="checkbox"/>

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21.	Show the following for utility work: Each run of pipe between structures (manholes, catch basins, inlets, vaults, handholes, etc.); Pipe diameter, size and length; Centerline station; Direction and distance from centerline; Top of cover elevation; and Invert elevations for all pipes.	<input type="checkbox"/>
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PROFILE VIEW

22.	Show the profile of the finished surface along the centerline for the proposed facility.	<input type="checkbox"/>
23.	Use the same horizontal scale as shown for the plan view. The vertical scale is typically 1 inch = 5 feet or 1 inch = 10 feet.	<input type="checkbox"/>
24.	Show the existing ground line to the nearest 0.1 foot and existing pavement surfaces to the nearest 0.01 foot.	<input type="checkbox"/>
25.	Show the vertical curve data above the profile line for crest curves and below the profile line for sag curves. Include the following vertical data for each curve: Small triangle at the VPI, Small circles (0.1 inch diameter) at all other vertical curve control points, The VPI station, including short segments of vertical tangents, vertical curve length, elevation at the VPI; and the "M" distance between the VPI and roadway surface.	<input type="checkbox"/>
26.	Show tangent grades to the nearest hundredth of a percent (i.e., 0.01%). Use a "+" prefix for positive grades and "-" prefix for negative grades.	<input type="checkbox"/>
27.	If not shown on the benchmark sheet, show the benchmark information on the top portion of the profile view.	<input type="checkbox"/>
28.	Provide additional profiles, where necessary, for: Pavement edges, Drainage structures, Side roads, and Other situations.	<input type="checkbox"/>
29.	For bridges within the project, show elevations for: Abutments, Piers, Low vertical clearance points, the high water level, and Stream bed.	<input type="checkbox"/>
30.	Show the following for utility work: Diameter of pipe, Type of pipe, Length, Gradient (if applicable), Centerline station, Direction and distance from centerline, Device type and size, Invert elevations for all pipes, and Top of casting elevation.	<input type="checkbox"/>
31.	Note all utilities where they cross the centerline and the type of utility.	<input type="checkbox"/>
32.	Note all underground utilities within the right-of-way limits affected by the construction.	<input type="checkbox"/>

PAVEMENT RESTORATION SHEETS

1.	Show the limits of restoration for any openings made in the public way. Provide a demo	<input type="checkbox"/>
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	plan if necessary.	
2.	Show project-specific details of restoration or standard restoration details found in this manual.	<input type="checkbox"/>
3.	Show pavement marking details.	<input type="checkbox"/>

TRAFFIC CONTROL & DETOUR PLAN SHEETS

1.	Determine which standards from these Regulations, the <i>IDOT Highway Standards</i> , and the MUTCD (Manual on Traffic Control Devices) are both applicable and the most stringent for the traffic control on the project.	<input type="checkbox"/>
2.	Where necessary, provide plan view sheets showing: Temporary roadway horizontal alignment, Temporary pavement widths, Temporary traffic lanes, construction staging, Location of work zone signage, Temporary pavement markings, A narrative of work that should be performed during each stage, Routes into and out of the site, Typical sections for each construction stage, Traffic control standards for each stage, Temporary roadside safety layouts, General notes for construction, closures, time frames, accommodations for Public transit, bicycles, and pedestrians, etc.	<input type="checkbox"/>
3.	Where necessary, provide the temporary roadway profile grade line on the profile sheet.	<input type="checkbox"/>
4.	Where necessary, provide plan view sheets of the proposed detour route showing: The proposed location of the work zone, pedestrian access route, bicycle access route, Adequate warning for any added or revised local route stop conditions, Minimum travel width requirements for the detour route,	<input type="checkbox"/>

EROSION AND SEDIMENT CONTROL DETAILS

1.	Determine which standards from the <i>IDOT Highway Standards</i> , DWM details, the Illinois Urban Manual, and/or NRCS details are applicable to BMPs (best management practices) for erosion and sediment control on the project.	<input type="checkbox"/>
2.	Where necessary, provide any commitments or General Notes that relate to erosion and sediment control.	<input type="checkbox"/>
3.	Where necessary, provide plan view sheets showing: Proposed construction staging, Location of environmentally sensitive areas, Location of erosion and sediment control items, and General notes for construction, pay items, etc.	<input type="checkbox"/>

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DETAIL SHEETS

Where necessary, the following details may be included:

1.	Intersection details which may include: Pavement elevations, Lane widths, Curb/Edge of pavement radii, Curb ramps, Turning radii for left-turning vehicles, Location of median noses and islands, Location of traffic signal equipment, Location of traffic signs, Pavement markings, and Construction joint layout.	<input type="checkbox"/>
2.	Signing plans, where applicable.	<input type="checkbox"/>
3.	Any special designs not covered in the <i>IDOT Highway Standards</i> or elsewhere in the plans.	<input type="checkbox"/>