

June 14, 2005

INSTRUCTIONAL BULLETIN NO. 2005-3

SUBJECT: Utility Information in Plans

EFFECTIVE DATE: June 11, 2005

SUPERSEDES: None

RE: Highway Design Manual, Chapter 34

Existing utility information is generally included in the CADD files, which is placed on Level 9 by the Surveys Office. Survey CADD files may not include Subsurface Utility Engineering (SUE) data when first received, but may be sent later along with additional survey data to be added. When received, place SUE information on plan sheets as described below. In the development of project plans, the term SUE will include underground and above ground utilities. The following information is a description of how utility information will be handled during the preparation of plans for a highway letting.

When preparing project plans, place all utility company information on the Utility Data Sheets (Sheets 5, 5A, etc) which will be numbered in accordance with the Highway Design Manual (HDM) Chapter 34 Para. 34.1.5. All existing utilities will be shown on the plan and profile sheets. No dithering of the utility information will be done on the plan and profile sheets when separate drainage sheets (D sheets) are not provided. Dithering is the use of the gray scale in lieu of black to show lines and information on the plan sheet.

When separate drainage sheets (D sheets) are provided in the plans, the existing utility information will be dithered on the plan and profile sheets. On the drainage sheets, existing utility information will be shown using normal line weights and not dithered.

Not all plans will have plan sheets provided by utility companies showing their final locations. The Utility Relocation Sheets (U sheets) will show the future locations of all utilities including those that will remain in-place. These sheets, as shown, in the HDM para. 34.1.5, will be labeled with the following note:

-For Information Only -

It is the responsibility of the Contractor to coordinate with the Utility companies for final utility locations.

When Utility Construction Sheets are provided, they are to be numbered UC-____ and bound separately. These sheets are used when a specific utility company provides drawings for the construction of utilities within the roadway construction limits, and this work becomes part of the highway contract. These plan sheets will be numbered by the Utility Office as discussed above, then forwarded to Road Design to be processed with the roadway plans for a highway letting. The Utility Construction Sheets are not to be included in the roadway plans.

Approved: _____
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