



**South Carolina  
Department of Transportation**

955 Park Street  
Post Office Box 191  
Columbia, South Carolina 29202-0191

**Office of the Director**  
(803) 737-1302 ♦ Fax (803) 737-2038

**Deputy Director of Engineering**  
(803) 737-1314 ♦ Fax (803) 737-2038

**Deputy Director of Finance and Administration**  
(803) 737-1240 ♦ Fax (803) 737-1719

**Deputy Director of Mass Transit**  
(803) 737-9720 ♦ Fax (803) 737-9739

November 24, 1997

## INSTRUCTIONAL BULLETIN NO. 97-11

**SUBJECT:** Reference Sheet, Control Points and New Note for Plan Sheets

**EFFECTIVE DATE:** November 25, 1997

**SUPERSEDES:** None

**RE:** None

### Reference Sheet

The new Reference Sheet is used to provide construction staking information to the plan user. The following is a list of information that should be placed on the Reference Sheet:

- Reference Points for PC, PI, PT and POT's
- Control Points
- Benchmark Locations and Elevations
- Horizontal Curve Data
- Vertical Curve Data for Curbs and/or Sidewalks

Interior lines on the Reference Sheet can be arranged to accommodate the reference information. Reference information should be arranged so that the information is generally filled from the right to the left side of the sheet for ease of use. Multiple Reference Sheets may be used when necessary. When a set of plans has two or less plan sheets, Reference Sheets may not be used and all reference information can be placed directly on the plan sheets.

The new Reference Sheet can be found under the Border Sheet Directory as:

ENGREF (English Version)

METREF (Metric Version)

Control Points

A list of the Control Points for each roadway should be provided on the Reference Sheet. The list should be in order by point number and include the x, y and z coordinates. Control Points should be grouped by road when more than one road is in the plans. The coordinates will be listed in table form with the heading of "EASTING" for the 'x' coordinate, "NORTHING" for 'y' and "ELEVATION" for 'z'.

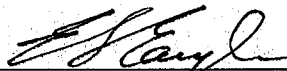
New Note for Plan Sheets

It has been determined that a new note is needed on plan sheets. Since reference points and curve data are no longer on each plan sheet, it is necessary to inform those who obtain a plan sheet for information that the alignment control can be found on the Reference Sheet. The note has been made into a cell and should be placed on the lower right side of the plan sheet. The cell reads as follows:

ALIGNMENT CONTROL CAN BE FOUND ON REFERENCE SHEET

The cell name is ALCON.

Approved: \_\_\_\_\_



E. S. Eargle  
Road Design Engineer

ESE:adf

cc:

Federal Proj. Dev. Engr. Pratt  
"C" Proj. Dev. Engr. Kneece