

Before a plan revision is made, the designer should be certain that the revision does not conflict with Federal (or State) regulations or does not substantially alter the location or design as presented at the public hearing. If a revision is of substantial nature, such as a location change or addition to the scope of the work, it may be necessary to repeat the public hearing process.

Submit revised plan sheets, Form LD-36, and the Revision Data Sheet to the Plan Coordination Section for processing and distribution in accordance with Form LD-405. Title sheet should be turned in only when it is revised (not with each revision).

### **INFORMAL REVISIONS - MINOR CHANGES**

The Location and Design Division has a working agreement with the Right of Way and Utilities Division whereby certain types of plan changes can be made without a written request and without formal processing. This type of plan change includes changes in names, property lines, parcel numbers, building and sign numbers. Make sure changes are made on all sheets and that any pluses and distances shown for easements are accurate.

Informal revisions are handled via email and the Right of Way and Utilities Division is responsible for obtaining the prints.

If the need for a plan change is determined by someone other than from the Right of Way and Utilities Division, the revised plans are to be distributed formally, regardless of whether the revision is considered to be a major or minor change.

Email requests for informal revisions can be initiated by the Central Office or District Right of Way and Utilities personnel.

### **PROPOSED CONVEYANCES OF RESIDUE PARCELS**

When the Right of Way and Utilities Division requests that the Location and Design Division determine the need to retain residue parcels of Right of Way for future highway purposes or to make them available for sale, the appropriate designer will forward Form LD-397.