

Formal plan revisions can be made in the district offices when requests are received from the District Right of Way and Utilities Manager. All plan revisions shall be reviewed to determine if any utilities are affected by the changes. If utilities are affected, determine how many utility companies are affected and on Form [LD-36](#) (Revision Data), indicate in the proper space how many revised prints are required. This will enable the Central Office Plan Coordination Section to send out emails informing the necessary parties of the revision.

Utilities are affected by items such as right of way lines, fences, property lines, property owners' names, crossovers, easements, service roads, ramps, construction limits, entrances, project termini and numbers, alignment changes, grade or profile changes, guardrail, drainage ditches, storm drainage systems, location of existing utilities, new utility work being included in the plans, location of bridge abutments and pier footings, box culverts, sequence of construction, etc. When in doubt, revised prints are to be sent to utility companies. The inclusion in plans of utility easement information shall be treated as a major change and the revision processed through the Plan Coordination Section.

Revisions to any project geometrics may affect environmental regulations, hazardous materials, or archaeology concerns. [Electronic Files will](#) be provided to the Environmental Division except for designation type revisions (i.e. property owner names, parcel number changes, etc.).

PROCESSING OF PLAN REVISIONS

A [Revision Data Sheet](#) is used by the designer to describe all revisions. Care must be taken to be concise but explicit in filling out this sheet. List each revised sheet with a concise but explicit description of the change. The [description](#) should be detailed enough that anyone reading the revision could determine exactly what is being changed. Use parcel numbers and/or stations as references for the change. Make sure the revision is carried through all involved sheets (including cross sections and profiles) and items affected by the revision. It is permissible to list a series of sheets in some instances (e.g. cross section sheet numbers 14 through 29) and describe the change on the Revision Data Sheet. Each sheet in the plan assembly that is revised will also show the revised date in the [revision block](#) at the upper right corner of the sheet. When a revision is made affecting the computer data of a project, distribute computer listings along with revised plans as detailed in [IIM LD- 68](#) "Distribution of Prints".

The Revision Data Form [LD-36](#) is used to transmit the revision to the Plan Coordination Section. After the project has been let to contract, a list of the quantity changes (increases and decreases along with any new items, if applicable) are to be shown on the Revision Data Sheet. Plan summaries are not to be changed.

When a plan revision is requested by a [memorandum](#), reference is to be made to that memorandum when filling out the Revision Data sheet. If requested verbally, note this on the data sheet. Plan distribution shall be marked in the lower left corner of the Revision Data Form [LD-36](#) which is to accompany the Data Sheet.

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.

Revised tiff files (plan sheets, and Revision Data Sheet) are to be submit with Form [LD-36](#), 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](#).