

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. See [Electronic Plan Submission Process Flow Chart](#).

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.

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 formal 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 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. If a revision is made that affects any information on the Right of Way Data Sheet, then it must also be revised.*

* Rev. 7/13