

# TIPS FOR PREPARING TITLE SHEET FOR SIGNATURES

Make sure the description and Federal Aid Numbers matches PPMS (PF11 – Phases 30, 31 and/or 32 for Construction and Phases 20 and 21 for RW)

Make sure titles are correct on the signature blocks:

Programming Division Director  
State Location and Design Engineer  
Chief Financial Officer  
Chief Engineer  
Commissioner (RW title sheet only)

If the project is an M (Minimum Plan) with a bridge number, the tabulation block needs to be shown at the bottom of the title sheet with descriptions for each job number. If the project is an M only, the PPMS number should be located at the top with the FHWA-534 Data Number.

Make sure traffic has been updated (not more than 2 years old).

The tabulation block should always show the project base number along the left side.

Make sure the description in the tabulation block matches the description that is in the center of the sheet.

The District name should be on the left border of the title sheet. Also, the supervisor/designer names and phone numbers.

If a Consultant is designing the project, please make sure the consultant seal is on the original mylar title sheet. Scanned signatures shall not be in the dgn file or the tiff file of the title sheet.. The consultant shall place a note in the .dgn file (with typed name, license number and the date signed) on the Title Sheet, or front sheet for bridge projects, etc.

Example:

Signed and sealed by: <u>NAME OF SIGNER</u> <u>LICENSE NUMBER</u>  On the date of: <u>SIGNATURE DATE</u>  A copy of the original signed and sealed sheet is available.
<u>CONSULTANT LOGO</u>

Immediately upon signing, the original signed title sheet (right of way and construction stage) will be filed in the VDOT Central Office Plan Library. The type written names of the signers, and date signed (i.e. John W. Doe, signed October

29, 2003), will be inserted into the signature blocks of the .dgn version of the Title Sheet.

See IIM-LD-204.8 for more details.