

## **SECTION 2C – 5 - PREPARATION OF PLAN AND PROFILE SHEETS**

### **DRAFTING**

All drafting will be accomplished in accordance with the CADD Users Guide. Care must be taken by the engineering technician to clearly distinguish items. Items of great importance should stand out over those of lesser importance. A proposed drainage structure should readily be obvious as to its location by plotting the structure to scale, clearly showing construction baseline stationing and clearly showing the skew, if any, the flow arrow and the description. It is important that the complete description of the existing structure not be obliterated by the proposed information. Where items of this nature conflict with proposed items, it is most important that the information be moved to a suitable location where it can be readily distinguished. Therefore, the need for legibility, clarity and neatness cannot be over emphasized.

### **IDENTIFICATION**

The first items to be shown on plan sheets are the applicable [project numbers](#) in blocks in the upper and lower right corners of the plan and profile sheets. The names and phone numbers, including area code, and District, if applicable, of the following persons are to be shown in the upper left corner: Project Manager: (VDOT), Surveyed By: (L&D Survey Office Manager or Consultant Survey Project Manager), Design Supervised By: (Responsible Person)\* and Designed By:(Designer)

### **NUMBERING**

Plan sheets are to be consecutively numbered beginning with "3". Match sheets for connection extensions, etc., are to be numbered "3B", etc., with the number corresponding to the applicable mainline plan sheet and the letter "A" reserved for the mainline profile sheets.

### **LAYOUT**

Interstate, Arterial, Primary and Secondary plans are normally plotted on a scale of 1"=50' Imperial (1:500 Metric). Urban projects or other complex projects are to be plotted on a scale of 1"=25' Imperial (1:250 Metric). Plan sheets must be laid out with [mainline stations](#) increasing from left to right on the plan sheet. Anticipated proposed construction should be as near vertically centered as practicable, considering interchanges, connections, drainage, etc., with 28 inch (750 mm) lengths along the construction baseline for the proposed highway. Plan sheets are to be spaced longitudinally in order to show intersections entirely on one sheet where feasible and as much as possible of interchanges. A reasonable space, approximately 16 inches (400 mm) if feasible, is to be allowed at the beginning of the first plan sheet and at the end for the last plan sheet for possible extensions.

---

\* Rev. 7/09