

TIPS FOR PREPARING CONSTRUCTION/RIGHT OF WAY TITLE SHEET FOR  
APPROVAL SIGNATURES

- The project limits, description , Federal Project Numbers and FHWA 534 Data Number should match Integrated Project Manager (iPM)
- If Federal Funded, (NFO) or (FO) must be in the upper right corner before the Project Number – for example: (FO) 0095-96A-101, C501
- Correct titles on the signature blocks:  
Programming Division Director  
State Location and Design Engineer  
Chief Financial Officer  
Chief Engineer  
Chief of Policy and Environment (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 UPC number should be located at the top with the FHWA-534 Data Number)
- Traffic has been updated (not more than 2 years old)
- The tabulation block should always show the project base number along the left side
- The Construction project limits in the tabulation block and the Construction project limits in the center of the sheet should match
- If the project limits for RW are different from Construction, the RW project limits should be shown in the tabulation block
- The District name should be on the left border of the title sheet along with the supervisor/designer names and phone numbers
- If RW title sheet, it must have the note “These plans are unfinished and are not to be used for any type of construction”
- If Construction title sheet, the above note must be removed
- If the proposed construction will be within the existing right of way, the note “All construction is to be performed within existing right of way” should be shown on the area adjacent to the RW approval signature block

- 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 typed written names of the signers, and dates 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. The title sheet will need to be re-submitted electronically with the typed information inserted for final storage in the Plan File Room environment of Falcon.
- Scanned signatures shall not be in the dgn file or on the PDF file of the title sheet.
- Consultants will need to provide VDOT with PDF files. VDOT staff will continue to generate TIF files using eQuorum Plotting. However, a process in the background will convert the TIF to PDF before the files are added to Falcon.
- Locality Administered must have the city or county signatures on title sheet before submitting for VDOT signatures

(See IIM-LD-204 for more information)