

The basic difference between the "Minimum Plan" and the "No Plan" project is the need for more than minimal survey and topo to provide sufficient right of way plans necessary to acquire right of way. Form RW-205 or individual deed forms are to be used. If any additional right of way or easements are necessary, the right of way certificate and release for advertisement will be required. If additional right of way or easements are not required, the "Minimum Plan" title sheet is to contain a note indicating that "All construction is to be performed within existing right of way."

"Minimum Plan" projects may include relocation or alignment improvements (horizontal or vertical), roadway widening, and the addition of turn lanes that involve the acquisition of right of way and/or condemnations.

A general description of work must be provided on [Form C-99](#) and the Field Narrative to denote additional work that is not covered on the plans.

Special attention should be given to major drainage sites and the limits set for the proposed right of way. The geometrics should comply with the appropriate design standards. However, where it is impractical or not economical to obtain minimum design standard an design exception is required, permission must be secured from the State Location and Design Engineer and, if applicable, from the Federal Highway Administration.

Quantities, typical sections, entrance profiles and other similar information should be shown on the initial plan and profile sheets. A grade line is required when the grade is to be different than that of the existing road. In areas where right of way is to be obtained and entrance grading is necessary, a profile showing the approximate grade of the proposed entrance should be included in the plan assembly.

When borrow material is anticipated, "Borrow Excavation" is to be set up as a separate bid item in accordance with Section 303 of VDOT's [Road and Bridge Specifications](#). Borrow sources should be located and designated, whenever possible, in accordance with VDOT's [Road Design Manual](#), [Chapter 2E](#), [Section 2E-1](#) - SOIL SURVEY AND PAVEMENT DESIGN.

A unit price for extra excavation is to be established by the District Construction Engineer or the District Engineer/Administrator's staff and entered on [Form C-99](#) for inclusion in the contract assembly by the contract section.

The Project Manager is responsible for coordinating utility field inspections with the District Engineer/Administrator (District Utilities Engineer) and preparing the field inspection reports. Utility adjustments shall be handled in accordance with [VDOT Survey Manual](#), [Chapter 13](#)* and Road Design Manual, Chapters 2E and 2G, which can be accessed at <http://www.virginiadot.org/business/locdes/rdmanual-index.asp>

* Rev. 7/16