

## SECTION 2E - 6 - PREPARATION OF SUPPLEMENTAL SHEETS

### TITLE SHEET (SEE CHAPTER 2H, FIGURES 2H-1, 2H-2 FOR SAMPLE SHEETS)

A title sheet is to be prepared generally for each project or group of projects previously determined to be advertised simultaneously. The basic sheet is to be adapted to all uses (such as limited access, urban projects, secondary projects, etc.)

#### IDENTIFICATION

The project base number(s) on all projects are to be shown in the block provided in the upper right corner of the title sheet. For Federal projects, an identifier will be added as a prefix to the project number on the title sheet. This identifier will be (FO) for projects with Federal Oversight that are Projects of Corporate Interest (PoCI) or Projects of Division Interest (PoDI) as described in the latest FHWA-VDOT Stewardship and Oversight Agreement. The identifier will be (NFO) for projects with no federal oversight. Federal-Aid number(s), when applicable, will be shown in this block (on the title sheet only), showing the parentheses without numbers within. All project numbers are to be referenced with a note to "see the project length tabulation block". The project base number(s) are to be shown in the block provided in the lower right corner of the sheet. The Federal-Aid number is to appear on the title sheet only.

See Example below:

STATE	FEDERAL AID	STATE		SHEET NO.
	PROJECT	ROUTE	PROJECT	
VA.	RS - 425 ( ) SEE Tabulation Below For Section Numbers	668	(FO)0668-071-112 SEE Tabulation Below For Section Numbers	1

The Highway Capital Outlay Code (FHWA-534) is to be shown on the title sheet in the upper right-hand corner to the left of the project number block. (See [IIM-LD-204](#)\* for further instructions).

The title sheet is always numbered "1".

The names, 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 and Date completed: (L&D Survey Office Manager or Firm and Consultant Survey Project Manager), Design By: (Responsible Person) and Subsurface Utility Provided By and Date (completed):

Copyright date is to be shown directly below the signature blocks in the lower right corner. (See [IIM-LD-204](#)).

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\* Rev. 7/16