

SPECIAL DESIGN DRAWING REQUEST PROCEDURES

When road plans have been developed to the stage of right of way acquisition, requests shall be made to the [Standards/Special Design Section](#), by memorandum, to prepare the required special design drawings for minor structures and roadside appurtenances not included in the standard drawings for inclusion in the plan assembly. Exceptions to this procedure are requests for special design box culverts and special wing details, which are to be made to the Structure and Bridge Division.

All requests are to be made a minimum of nine (9) months to one (1) year prior to the date of [Advertisement Quality Control Review](#) of the project. The Hydraulics Engineer shall submit all requests for required special design drainage drawings (copy of memo to the Road Designer) to the [Standards/Special Design Section](#). Completed special design drainage drawings will be furnished to the Hydraulics Engineer for their review and approval. The Hydraulics Engineer will submit the final drawing to the road designer for insertion in the plan assembly. Non-drainage drawing requests shall be made by the Road Designer. All requests shall include the scheduled advertisement date, complete project charge number and the name and telephone number of the Road Designer. Requests under specific time restraints should include a date desired. Special Design drainage structure drawing requests shall include the following:

1. Structure number, height, length, width, top elevation, invert elevation
2. Pipe size entering and exiting the structure
3. Prints of the pertinent plan, profile and x-sect sheets with structure clearly located

Retaining Wall drawing requests are made to the [Geotechnical Section, Central Office Structure & Bridge Division](#)*. When appropriate, standard walls will be recommended. The Structure and Bridge Division will respond directly to the original road designer. Retaining Wall drawing requests shall include the following:

1. Plans depicting the horizontal and vertical location of the wall
2. Road station for wall beginning and end
3. Boring log data for foundation design
4. Retaining wall and boring locations should be marked clearly on plan sheets

* Rev. 1/15