



2.0 – Plan Sheet Numbering and Seed Files



Contract Plans Manual

2.0 – Plan Sheet Numbering and Seed Files

Index Number	Subject	Page Number
2.1	Plan Sheet Sequence and Sheet Numbering	2-3
Table 2-1	Drawing Order & Sheet Numbering	2-4
2.2	Seed Files	2-11
Table 2-2	Seed Files	2-11
2.3	File Naming Convention	2-11



2.0 – Plan Sheet Numbering and Seed Files

————— *This page intentionally left blank* —————



2.0 – Plan Sheet Numbering and Seed Files

2.1 Plan Sheet Sequence and Sheet Numbering

ODOT Contract Plans are arranged, numbered, and titled, in a specific order. The ODOT plan sheet number is different from the drawing number which is an internal filing number. The plan sheet number has two simple components. The first component is one or two alpha characters, representing major categories of work. The second component is a sequential two or three digit numeric value.

When a three digit value is used to further group plans within a series, the three digit value is used for the entire major category. Letters “I” and “O” are not used. An example retaining walls which are in the “GB” series. To group the walls, using a 3 digit number, wall #1 would be in the GB100s and wall #2 would be in the GB200s etc. All subgroups in the “G” series would use the 3 digit format.

When more grouping are needed, wall #1 can be in the GB100’s and wall #2 in the GB150s.

The first alpha character in the plan sheet number is the major category. The major category letter is fixed to the specific category. If a project does not include a specific category in the plan set that letter series is left out of the plans. For example, if a project does not include any bridge plans then there would not be any “J” series plans in the project.

The second alpha character in the plan sheet number is the minor category or grouping of sheets. Some of the minor category letters are fixed or static while other minor categories will use the next consecutive letter within that major category, beginning with “A”.

Unique to these rules are the “C” and “D” series plan sheet numbers. The plan sheet number will begin with the major category letter, then a two digit numeric value increasing ahead on station following the main alignment.

After the first plan sheet, each plan sheet that overlays the same area will have a sequential letter added to the plan sheet number. Overlay sheets include general construction, general construction notes, drainage and utilities, drainage and utilities notes, profiles, and geotechnical data.

The “D” series plan sheets are for projects that have match lines with alignments that go beyond what can be shown on the width of a single plan sheet.

Sheet titles shown in Table 2-1 are to be used within the ODOT title block in the sheet title location. G and H series drawings may need an additional identification to the sheet title when there are multiple items in a project such as walls or large culverts. The J series sheet titles are to follow the [Bridge Design and Drafting Manual](#) for specific naming.



2.0 – Plan Sheet Numbering and Seed Files

2.1 Plan Sheet Sequence and Sheet Numbering (Cont.)

Major categories and plan sheet order are:

- A – Title sheet
- B – Roadway details
- C – Roadway construction (main line)
- D – Roadway construction (match line alignments)
- E – Traffic Control
- F – Roadside development/erosion control/wetland mitigation
- G – Geotechnical
- H – Hydraulic
- I – Not used
- J – Bridge
- K – Intelligent Transportation Systems
- L – Signs
- M – Signals
- N – Automatic Traffic Recorder
- O – Not used
- P – Illumination
- Q – Permanent Pavement Markings
- R-Z – Outside Agency plans

Table 2-1 Drawing Order and Sheet Numbering

Format	Sheet No.	Sheet Title	Includes
<p><i>“A” series should not require additional letter break out.</i> <i>Series includes the title sheet, list of standard drawings, layout of roadway sheets, geotechnical data layout, and survey control information. See Chapter 3 for approved sheet title list.</i></p>			
A##	A01	Title Sheet	Title sheet
A##	A02	Title Sheet	Title sheet index and list of standard drawings
A##	A03	Plan Sheet Layout	Roadway plan sheet layout diagram
A##	A04	Geotechnical Data Layout	Geotechnical data sheet layout diagram
A##	A05	Survey Control Data	Survey control data
<p><i>“B” series second letter is not static.</i> <i>Each subgroup uses the next consecutive letter, beginning with “A”.</i> <i>Series includes the typical sections, roadway details, curb ramp details and pipe data.</i> <i>See Chapter 3 for approved sheet title list.</i></p>			
BA##	BA01	Typical Sections	Roadway typical sections
BA##	BA02	Typical Sections	[As needed]



2.0 – Plan Sheet Numbering and Seed Files

Table 2-1 Drawing Order and Sheet Numbering (Cont.)

Format	Sheet No.	Sheet Title	Includes
BB##	BB01	Details	Roadway details
BB##	BB02	Details	[As needed]
BC##	BC01	Curb Ramp Details	Curb ramp details
BC##	BC02	Curb Ramp Details	[As needed]
BD##	BD01	Pipe Data	Pipe data table
BD##	BD02	Pipe Data	[As needed]
<p><i>“C” series the secondary letter is placed after the number, beginning on the second sheet of the series.</i></p> <p><i>Series includes alignments, general construction, general construction notes, drainage and utilities, drainage and utilities notes, profiles, and geotechnical data.</i></p> <p><i>See Chapter 3 for approved sheet title list.</i></p>			
1st length along main line			
C##	C01	General Construction	Combined sheet of alignment, plan view, drainage & utilities, and notes
2nd length along mainline			
C##	C02	General Construction	Combined sheet of alignment, plan view, drainage & utilities, and notes
C##?	C02A	General Construction Notes	General construction sheet notes
3rd length along mainline			
C##	C03	Alignment	Sheet of alignment data
C##?	C03A	General Construction	Sheet of plan view general construction items and notes
C##?	C03B	General Construction Notes	Note sheet when notes will not fit on plan sheet
C##?	C03C	Drainage & Utilities	Sheet of plain view drainage & utilities items and notes
C##?	C03D	Drainage & Utilities Notes	Note sheet when notes will not fit on plan sheet
C##?	C03E	Profile	Profile view of vertical alignment and drainage items
C##?	C03F	Profile	[As needed]
C##?	C03G	Geotechnical Data	Subsurface information
C##?	C03H	Geotechnical Data	[As needed]
<p>Nth length along mainline</p> <p>For the roadway construction sheets in the “C” series the two digit number is length along mainline and the letter is for depth in the specific plan sheet area.</p>			



2.0 – Plan Sheet Numbering and Seed Files

Table 2–1 Drawing Order and Sheet Numbering (Cont.)

Format	Sheet No.	Sheet Title	Includes
<p><i>“D” series the secondary letter is placed after the number, beginning on the second sheet in the series.</i> <i>Series includes alignments, general construction, general construction notes, drainage and utilities, drainage and utilities notes, profiles, and geotechnical data.</i> <i>See Chapter 3 for approved sheet title list.</i></p>			
<p>1st length along match line alignment</p>			
D##	D01	Alignment	Sheet of alignment data
D##?	D01A	General Construction	Sheet of general construction items and notes
D##?	D01B	Drainage & Utilities	Sheet of plan view drainage & utilities Items and notes
D##?	D01C	Profile	Profile view of vertical alignment and drainage
D##?	D01D	Profile	items [As needed]
<p><i>“E” series the second letter is not static.</i> <i>Each subgroup uses the next consecutive letter, beginning with “A”.</i> <i>Subgrouping is not required for non-complex projects</i> <i>Series includes details, sign placement, staging, detours, and temporary pedestrian access routes.</i> <i>See Chapter 3 for approved sheet title list.</i></p>			
EA##	EA01	Traffic Control Details	General details for work zone
EA##	EA02	Traffic Control Details	[As needed]
EB##	EB01	Traffic Control Detour Plan	Detour signing if required
EB##	EB02	Traffic Control Detour Plan	[As needed]



2.0 – Plan Sheet Numbering and Seed Files

Table 2–1 Drawing Order and Sheet Numbering (Cont.)

Format	Sheet No.	Sheet Title	Includes
EC##	EC01	Traffic Control Plan	Temporary Pedestrian access route
EC##	EC01	Traffic Control Plan	[As needed]
ED##	ED01	Traffic Control Plan	Stage construction sheets including cross sections
ED##	ED02	Traffic Control Plan	[As needed]
EE##	EE01	Traffic Control Plan	Stage construction sheets including cross sections
EE##	EE02	Traffic Control Plan	[As needed]
<p><i>F</i> series the second letter is fixed. Each subgroup uses the letter shown. Series includes roadside development, erosion and sediment control, and wetland mitigation. The roadside development sheets have eleven (11) different sheet titles available for use but all roadside development sheets are numbered in the “FA” grouping. See Chapter 3 for approved sheet title list.</p>			
FA##	FA01	Roadside Development ...	Plans and details
FA##	FA02	Roadside Development ...	[As needed]
FB##	FB01	Erosion & Sediment Control	Plans and details
FB##	FB02	Erosion & Sediment Control	[As needed]
FC##	FC01	Wetland Mitigation	Plans and details
FC##	FC02	Wetland Mitigation	[As needed]
<p><i>G</i> series the second letter is fixed. Each subgroup uses the letter shown. Series includes geotechnical data and exploration location index, retaining walls, sound walls, rockfall mitigation, material sources, landslide correction, and hazardous material. The material sources sheets have seven (7) different sheet titles available for use but all material sources sheets are in the “GE” grouping. If 3 digit format is used for any subgroup, use same format in complete major category. (Red numbers are optional). See Chapter 3 for approved sheet title list.</p>			
GA##	GA001	Geotechnical Data	Plans and details
GA##	GA002	Exploration Location Index	[As needed]
GB##	GB101	Retaining Walls - Wall ##	Plans and details (Use 3 digit sheet number to group walls together - Wall 1 in GB100s)
GB##	GB102	Retaining Walls - Wall ##	[As needed]
GC##	GC001	Sound Walls - Wall ##	Plans and details
GC##	GC002	Sound Walls - Wall ##	[As needed]
GD##	GD001	Rockfall Mitigation	Plans and details
GD##	GD002	Rockfall Mitigation	[As needed]
GE##	GE001	Material Sources	Plans and details
GE##	GE002	Material Sources	[As needed]
GF##	GF001	Landslide Correction	Plans and details
GF##	GF002	Landslide Correction	[As needed]
GG##	GG001	Hazardous Material	Plans and details
GG##	GG001	Hazardous Material	[As needed]



2.0 – Plan Sheet Numbering and Seed Files

Table 2-1 Drawing Order and Sheet Numbering (Cont.)

Format	Sheet No.	Sheet Title	Includes
<p><i>H” series the second letter is fixed. Each subgroup uses the letter shown. Series includes stormwater, large culverts, fish passage, temporary water management, bank protection, and waterway enhancement. The stormwater sheets have five (5) different sheet titles available for use but all stormwater sheets are in the “HA” grouping. If 3 digit format is used for any subgroup, use the same format in complete major category. (Red numbers are optional).</i></p> <p><i>See Chapter 3 for approved sheet title list.</i></p>			
HA##	HA001	Stormwater	Plans and details
HA##	HA002	Sormwater	[As needed]
HB##	HB101	Culverts	Plans and details (Use 3 digit sheet number to group culverts together – box culvert 1 in HB100s)
HB##	HB102	Culverts	[As needed]
HC##	HC001	Fish Passage	Plans and details
HC##	HC002	Fish Passage	[As needed]
HD##	HD001	Temporary Water Management	Plans and details
HD##	HD002	Temporary Water Management	[As needed]
HE##	HE001	Bank Protection	Plans and details
HE##	HE002	Bank Protection	[As needed]
HF##	HF001	Waterway Enhancement	Plans and details
HF##	HF002	Waterway Enhancement	[As needed]
<p><i>I not used so not confused with 1</i></p>			
<p><i>“J” series the second letter is not static. Each subgroup uses the next consecutive letter, beginning with “A”.</i></p> <p><i>Subgrouping is not required for non-complex projects such as single span bridge project or multiple bridges overlay project types.</i></p> <p><i>Series includes general layout and index, substructure details, super structure details, plan and elevation, geotechnical data, stage construction details, miscellaneous details, cathodic protection, etc. If 3 digit format is used for any subgroup, use same format in complete major category. (Red numbers are optional). See Chapter 3 for approved sheet title list.</i></p>			
J##	J01	Bridge (See Chapter 3 for	Plans and details
J##	J02	Bridge approved sheet title list.)	[As needed]
<p><i>Multi-bridge project subgrouped by each bridge.</i></p>			
JA##	JA001	Bridge	First bridge plans and details



2.0 – Plan Sheet Numbering and Seed Files

Table 2–1 Drawing Order and Sheet Numbering (Cont.)

Format	Sheet No.	Sheet Title	Includes
JA##	JA002	Bridge	[As needed]
JB##	JB001	Bridge	Second bridge plans and details
JB##	JB002	Bridge	[As needed]
JC##	JC001	Bridge	Third bridge plans and details
JC##	JC002	Bridge	[As needed]
<p><i>K” series the second letter is fixed. Each subgroup uses the letter shown. Series includes site plans, equipment details, and structure details. See Chapter 3 for approved sheet title list.</i></p>			
KA##	KA01	Intelligent Transportation Systems	Site Plans
KA##	KA02	Intelligent Transportation Systems	[As needed]
KB##	KB01	Intelligent Transportation Systems	Equipment Details
KB##	KB02	Intelligent Transportation Systems	[As needed]
KC##	KC01	Intelligent Transportation Systems	Structure Details
KC##	KC02	Intelligent Transportation Systems	[As needed]
<p><i>”L” series the second letter is not static. Each subgroup uses the next consecutive letter, beginning with “A”. Subgrouping is not required for non–complex projects Series includes legend, general notes, signing plan, signing details, and structures. See Chapter 3 for approved sheet title list.</i></p>			
LA##	LA01	Sign Installation Plan	Plans
LA##	LA02	Sign Installation Plan	[As needed]
LB##	LB01	Sign Details	Details
LB##	LB02	Sign Details	[As needed]
LC##	LC01	Sign & Post Data Table	Data tables
LC##	LC02	Sign & Post Data Table	[As needed]
<p><i>”M” series the second letter is not static. Each subgroup uses the next consecutive letter, beginning with “A”. Subgrouping is not required for non–complex projects. Series includes all of these sheet types: Details, Detector Plan, Existing Utilities, Fire Signal Plan, Flashing Beacon Plan, Interconnect Plan, Legend, Miscellaneous, Pedestrian Signal Plan, Railroad Preemption Plan, Ramp Meter Plan, Red Light Enforcement Plan, Removal Plan, Signal Plan, Temporary Detector Plan, Temporary Ramp Meter Plan, and Temporary Signal Plan. Generally group plans together in a single series by intersection. See Chapter 3 for approved sheet title list.</i></p>			
MA##	MA01	Legend	Legend



2.0 – Plan Sheet Numbering and Seed Files

Table 2–1 Drawing Order and Sheet Numbering (Cont.)

Format	Sheet No.	Sheet Title	Includes
MB##	MB01	Removal Plan	[Plans for first intersection
MB##	MB02	Temporary Signal Plan	[As needed]
MB##	MB03	Signal Plan	As needed]
MC##	MC01	Signal Plan	Plans for second intersection
MC##	MC02	Detector Plan	[As needed]
<p><i>N series the second letter is not static.</i> <i>Each subgroup uses the next consecutive letter, beginning with “A”.</i> <i>Subgrouping is not required for non–complex projects</i> <i>Series includes plans, details, removal, relocation, replacement, and loop detection.</i> <i>See Chapter 3 for approved sheet title list.</i></p>			
NA##	NA01	Automatic Traffic Recorder	Plans
NA##	NA02	Automatic Traffic Recorder	[As needed]
NB##	NB01	Automatic Traffic Recorder	Details
NB##	NB02	Automatic Traffic Recorder	[As needed]
<p><i>O not used so not confused with 0.</i></p>			
<p><i>P series the second letter is not static.</i> <i>Each subgroup uses the next consecutive letter, beginning with “A”.</i> <i>Subgrouping is not required for non–complex projects.</i> <i>Series includes illumination plans, details, geotechnical data ,and structures.</i> <i>See Chapter 3 for approved sheet title list.</i></p>			
PA##	PA01	Illumination Plan	Plans
PA##	PA02	Illumination Plan	[As needed]
PB##	PB01	Illumination Details	Details
PB##	PB02	Illumination Details	[As needed]
PC##	PC01	Wiring Diagram	Wiring Diagram
PC##	PC02	Wiring Diagram	[As needed]
<p><i>Q series the second letter is not static.</i> <i>Each subgroup uses the next consecutive letter, beginning with “A”.</i> <i>Subgrouping is not required for non–complex projects.</i> <i>Series includes permanent pavement marking plans.</i> <i>See Chapter 3 for approved sheet title list.</i></p>			
QA##	QA01	Pavement Marking Details	Details
QA##	QA02	Pavement Marking Details	[As needed]
QB##	QB01	Pavement Marking Plan	Plans
QB##	QB02	Pavement Marking Plan	[As needed]
QC##	QC01	Pavement Marking Removal Plan	Removal Plan
QC##	QC02	Pavement Marking Removal Plan	[As needed]



2.0 – Plan Sheet Numbering and Seed Files

Table 2–1 Drawing Order and Sheet Numbering (Cont.)

Format	Sheet No.	Sheet Title	Includes
<i>R”- “Z” series the second letter is not static. Each subgroup uses the next consecutive letter. Subgrouping is not required for non-complex projects</i>			
R-Z series plans		[Outside Agency Plans]	[As needed]

2.2 Seed Files

The seed files are the basis for drafting a project. Some seed files are pre-configured with models and a cache reference file attached, ready to begin your project. A “Cache” is a MicroStation file which contains commonly used items. The cache may include text, cells, and other elements to quickly use in a specific type of plan sheet.

During new file creation a seed file may be selected from the ODOT work space and saved into the project folder using the Project Wise Document Naming Tool (See the ODOT Project Wise Use Manual).

There are eight (8) different seed files provided in the ODOT workspace for plan sheets. Specific information about which seed file to use for a particular type of plan sheet is shown in Table 2–2. Additional information about the seed files is given in Chapter 4.

Table 2–2 Seed Files

Seed File Name	Type of Sheet
seed_tse.dgn	Title Sheet
seed811tse.dgn	Title Sheet for 8 ½” X 11” sheets
Seed_OM.dgn	DFI plan sheet
Seed_TWM.dgn	Temporary Water Management Concept plan sheets
seed2d.dgn	General plan sheet 2D file
seed3d.dgn	General plan sheet 3D file
Seed_titleblock.dgn	Project name and sheet title file
SeedRW2d.dgn	Right of Way map file

2.3 File Naming Convention

See the [ODOT ProjectWise User Manual](#) and the [ProjectWise Document Name List](#) in the Quick Guides and Manual Lists on the web pages.